



# NANDHA ENGINEERING COLLEGE (Autonomous)

Affiliated to Anna University Chennai + Approved by AICTE + Accredited by NBA - New Delhi

Pitchandampalayam (P.O), Vaikkalmedu, Erode - Porundurai Road, Erode - 638 052

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

**Date:28.12.2024**

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following table gives placement details of student during the Academic year 2023-24.

<b>Total number of outgoing students</b>	<b>742</b>
<b>Number of students Placed</b>	<b>637</b>
<b>Placement percentage</b>	<b>85.8%</b>



*Handwritten signature and date: 28/12/24*  
**PRINCIPAL**  
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Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

*Handwritten initials and date: 28/12/24*

### 5.2.1 Number of outgoing students who got placement during the year

SL.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
1	Agalya S	B.E - Agricultural Engineering	Sai Irrigation	1.5
2	Aravind G	B.E - Agricultural Engineering	Sakthi Auto Component	1.8
3	Deepika S	B.E - Agricultural Engineering	Mobitech wireless solution	1.5
4	Dharani B	B.E - Agricultural Engineering	Sai Irrigation	1.5
5	Dharani N	B.E - Agricultural Engineering	Dhan Foundation	1.8
6	Dharani S	B.E - Agricultural Engineering	Mobitech wireless solution	1.5
7	Fiza Tabassum A	B.E - Agricultural Engineering	Accenture	4.25
8	Gobinath M	B.E - Agricultural Engineering	Dhan Foundation	1.8
9	Harish R	B.E - Agricultural Engineering	NCR Corporation India Pvt Ltd.,	1.8
10	Harsini M	B.E - Agricultural Engineering	Roots Irrigation	1.8
11	Indresh J V	B.E - Agricultural Engineering	Rndsoft Tech Pvt Ltd	1.8
12	Inthu M	B.E - Agricultural Engineering	Roots Irrigation	1.8
13	Jayapandi J	B.E - Agricultural Engineering	TAFE Tractor	2.02
14	Karthikeyan Y	B.E - Agricultural Engineering	NCR Corporation India Pvt Ltd.,	1.8
15	Kavin S	B.E - Agricultural Engineering	Sakthi Auto Component	1.8
16	Kavinesh R	B.E - Agricultural Engineering	Onegene	1.8
17	Kavinraj R	B.E - Agricultural Engineering	Dhan Foundation	1.8
18	Kavitha V	B.E - Agricultural Engineering	Sai Irrigation	1.5
19	Kiruba A	B.E - Agricultural Engineering	Mobitech wireless solution	1.5



20	Kiruthika S	B.E - Agricultural Engineering	Mobitech wireless solution	1.8
21	Kowtheesh S	B.E - Agricultural Engineering	Dhan Foundation	1.8
22	Malathi K	B.E - Agricultural Engineering	Mobitech wireless solution	1.8
23	Manivasan K	B.E - Agricultural Engineering	Sakthi Auto Component	1.8
24	Megala P	B.E - Agricultural Engineering	Roots Irrigation	1.8
25	Meharaj R	B.E - Agricultural Engineering	NCR Corporation India Pvt Ltd.,	1.8
26	Mukesh K	B.E - Agricultural Engineering	TAFE Tractor	2.02
27	Nilavarasan T	B.E - Agricultural Engineering	TAFE Tractor	2.02
28	Nishanthini S	B.E - Agricultural Engineering	Sai Irrigation	1.5
29	Nithish S	B.E - Agricultural Engineering	TAFE Tractor	2.02
30	Nivashini S	B.E - Agricultural Engineering	Rndsoft Tech Pvt Ltd	1.8
31	Nouvshika E T	B.E - Agricultural Engineering	Sai Irrigation	1.5
32	Pavithra S	B.E - Agricultural Engineering	Sai Irrigation	1.5
33	Pooja M	B.E - Agricultural Engineering	Mobitech wireless solution	1.5
34	Preetha A R	B.E - Agricultural Engineering	Mobitech wireless solution	1.5
35	Priyanka S	B.E - Agricultural Engineering	Mobitech wireless solution	1.5
36	Raja N	B.E - Agricultural Engineering	Sevika Tech	1.8
37	Ravi Pravin P	B.E - Agricultural Engineering	Mobitech wireless solution	2.65
38	Rithika T	B.E - Agricultural Engineering	Sai Irrigation	1.5
39	Selin Princy A	B.E - Agricultural Engineering	Rndsoft Tech Pvt Ltd	1.8
40	Soniya V	B.E - Agricultural Engineering	Rndsoft Tech Pvt Ltd	1.8
41	Swetha N	B.E - Agricultural Engineering	Dhan Foundation	1.8

42	Swetha R	B.E - Agricultural Engineering	Dhan Foundation	1.8
43	Varsnica B	B.E - Agricultural Engineering	Mobitech wireless solution	1.65
44	Vidhya Shree G	B.E - Agricultural Engineering	Mobitech wireless solution	1.8
45	Adarsh D	B.E - Agricultural Engineering	NCR Corporation India Pvt Ltd.,	1.8
46	Mounika K	B.E - Agricultural Engineering	Dhan Foundation	1.8
47	Mugil M	B.E - Agricultural Engineering	Dhan Foundation	1.8
48	Aaliya Thaslim F	B.E - Biomedical Engineering	Vee Technologies	2.04
49	Aathi Sri S S	B.E - Biomedical Engineering	Vee Technologies	2.04
50	Abishek M	B.E - Biomedical Engineering	Vee Technologies	2.04
51	Abishek S	B.E - Biomedical Engineering	Objectways Technologies	2.1
52	Bharani M	B.E - Biomedical Engineering	Vanavil Calibrations	1.8
53	Gayathri N	B.E - Biomedical Engineering	Tata Consultancy Services	3.36
54	Giridharan G	B.E - Biomedical Engineering	Unicorn Medicals	1.8
55	Hariharan R	B.E - Biomedical Engineering	Diagnocare Life Science	2.22
56	Hariharasudhan S	B.E - Biomedical Engineering	Objectways Technologies	2.1
57	Jeevananthan S	B.E - Biomedical Engineering	Objectways Technologies	2.1
58	Kiruthika S	B.E - Biomedical Engineering	Zifo Rnd Solutions	4.76
59	Koushika V	B.E - Biomedical Engineering	Face Prep	3.06
60	Kumaresan S	B.E - Biomedical Engineering	Zifo Rnd Solutions	4.76
61	Logeshwaran A	B.E - Biomedical Engineering	Hosmat Hospital,	2.16
62	Manju R E	B.E - Biomedical Engineering	Institute Of Language Management (P) Ltd	2.52
63	Mithra K	B.E - Biomedical Engineering	Face Prep	3.06

64	Mohammed Aswath L	B.E - Biomedical Engineering	Techjays – Iderize Technology Solutions	3.5
65	Mohankumar M	B.E - Biomedical Engineering	Nephro Plus	2.7
66	Mohanprasath B	B.E - Biomedical Engineering	Ilm	2.52
67	Monish S	B.E - Biomedical Engineering	Objectways Technologies	2.1
68	Mowleeswaran V	B.E - Biomedical Engineering	Breathe Support Systems	1.8
69	Mowniththa T M	B.E - Biomedical Engineering	Vee Technologies	2.04
70	Niranjana V	B.E - Biomedical Engineering	Zifo Rnd Solutions	4.76
71	Niroshkumar S	B.E - Biomedical Engineering	Vee Technologies	2.04
72	Pavithra S	B.E - Biomedical Engineering	Face Prep	3.06
73	Pradeep S	B.E - Biomedical Engineering	Terv	3
74	Prasanth M	B.E - Biomedical Engineering	Institute Of Language Management (P) Ltd	2.52
75	Ruba P	B.E - Biomedical Engineering	Sam Enterprises	1.8
76	Sakthivel K	B.E - Biomedical Engineering	Mallow Technologies	4.2
77	Sakthivel P	B.E - Biomedical Engineering	Unicorn Medicals	1.8
78	Saranya S	B.E - Biomedical Engineering	Vee Technologies	2.04
79	Selvaraj R	B.E - Biomedical Engineering	Breathe Support Systems	1.8
80	Shanmugapriya M	B.E - Biomedical Engineering	Episource India Pvt Ltd. (An Optum)	2.52
81	Sharmila K	B.E - Biomedical Engineering	Panache Health Meeds	1.8
82	Sheikchan M	B.E - Biomedical Engineering	K S Hospital	2.4
83	Shiyamala.S	B.E - Biomedical Engineering	Vertical Solutions	1.92
84	Sowmiya P	B.E - Biomedical Engineering	Cotiviti	3
85	Sriharini B	B.E - Biomedical Engineering	Vertical Solutions	1.92

86	Srinithi.A	B.E - Biomedical Engineering	Sai Medical Systems	1.8
87	Subashree M	B.E - Biomedical Engineering	Institute Of Language Management (P) Ltd	2.52
88	Sujan K	B.E - Biomedical Engineering	Objectways Technologies	2.1
89	Sureshkumar V	B.E - Biomedical Engineering	Tata Consultancy Services	7
90	Swathi K	B.E - Biomedical Engineering	Bi3 Technologies	4
91	Swetha K	B.E - Biomedical Engineering	Vee Technologies	2.04
92	Vasanth.M	B.E - Biomedical Engineering	People Tree Hospital	2.4
93	Villiam David.R	B.E - Biomedical Engineering	Vanavil Calibrations	1.8
94	Aadhithyan S	B.E -Civil Engineering	Chandraa Builders, Salem	1.8
95	Devashree S	B.E -Civil Engineering	Shenduran Constructions, Erode	1.98
96	Dharmaraj V	B.E -Civil Engineering	Btr Constructions, Bhavanisagar, Erode	1.62
97	Jeevanantham S	B.E -Civil Engineering	Gg Construction, Sathyamanagalam	1.56
98	Kaviya R	B.E -Civil Engineering	Design Wise Structural, Erode	1.38
99	Matheswaran S	B.E -Civil Engineering	Btr Constructions, Bhavanisagar, Erode	1.62
100	Mayilsamy M	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
101	Monisha R	B.E -Civil Engineering	Buildaid Engineers Pvt Ltd, Erode	1.2
102	Raja M	B.E -Civil Engineering	Design Wise Structural, Erode	1.38
103	Ritheha J	B.E -Civil Engineering	Buildaid Engineers Pvt Ltd, Erode	1.2
104	Sakthi Vignesh P	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
105	Srilakshmanan G	B.E -Civil Engineering	Arrow Rebar, Salem	1.2
106	Sugeshkumar G	B.E -Civil Engineering	Urc Constructions Pvt Ltd, Erode	1.56
107	Vasanth M	B.E -Civil Engineering	Aravindh Builders, Erode	2.16

108	Vasanthakumar S	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
109	Venkatesh P	B.E -Civil Engineering	Aravindh Builders, Erode	2.16
110	Vijayakumar M	B.E -Civil Engineering	Dhanam Infra, Mogappair, Chennai	1.62
111	Yogavarnan G	B.E -Civil Engineering	Btr Constructions, Bhavanisagar, Erode	1.62
112	Ajay J	B.E -Civil Engineering	Spk Varma Construction,Sivagiri,Erode	1.44
113	Deepan S	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
114	Dharanesh S	B.E -Civil Engineering	Wings Land Survey And Building Consultancy, Erode	1.56
115	Dinesh Kumar S	B.E -Civil Engineering	Wings Land Survey And Building Consultancy, Erode	1.56
116	Gowtham S	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
117	Gopinath S	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
118	Govindaraj N	B.E -Civil Engineering	Pride Constructions, Erode	2.22
119	Hariharan R	B.E -Civil Engineering	Gg Construction, Sathyamanagalam	1.56
120	Madhankumar S	B.E -Civil Engineering	Arrow Rebar, Salem	1.2
121	Mohammed Abdullah A	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
122	Naveenkumar M	B.E -Civil Engineering	Iconic Builders, Tiruppur	1.27
123	Nesamani A	B.E -Civil Engineering	Global Soil Testing And Digital Land Surveying, Perundurai, Erode	1.62
124	Prabhu E	B.E -Civil Engineering	Global Soil Testing And Digital Land Surveying, Perundurai, Erode	1.62
125	Premkumar K	B.E -Civil Engineering	Sri Ayyanarapan Builders, Erode	1.5
126	Rahul A	B.E -Civil Engineering	Sri Ayyanarapan Builders, Erode	1.5
127	Santhosh M	B.E -Civil Engineering	Global Soil Testing And Digital Land Surveying, Perundurai, Erode	1.62

128	Santhoshkumar A	B.E -Civil Engineering	Spk Varma Construction,Sivagiri, Erode	1.44
129	Sathiyamoorthi S	B.E -Civil Engineering	Pride Constructions, Erode	2.22
130	Soundarkarthik K	B.E -Civil Engineering	Spk Varma Construction,Sivagiri, Erode	1.44
131	Sudharsan S	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
132	Sundaramoorthy L	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
133	Suryaprakash S	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
134	Vinethkumar Kk	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
135	Vittal Rajan S	B.E -Civil Engineering	M.Rajkumar, Erode	1.8
136	Balaganesan R	B.E -Civil Engineering	Tcs Land Survey Consultant, Erode	1.44
137	Abin Raj D	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
138	Akash G	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
139	Dhanush A S	B.Tech -Chemical Engineering	Southern Petrochemical Industries Corporation Limited- Tuticorin	2.25
140	Enbarajan M	B.Tech -Chemical Engineering	Natural Oxygen Ltd – Erode	1.45
141	Gnanavel P	B.Tech -Chemical Engineering	Southern Petrochemical Industries Corporation Limited- Tuticorin	2.25
142	Gunalan M	B.Tech -Chemical Engineering	Relproc Engineering – Coimbatore	1.2
143	Jayanth S	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
144	Jeevitha C	B.Tech -Chemical Engineering	Incompressible Fluid Control System Private Limited (Icfcs) - Chennai	1.45
145	Kishore A	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
146	Logeshwaran S	B.Tech -Chemical Engineering	Incompressible Fluid Control System Private Limited (Icfcs) - Chennai	1.45
147	Mathankumar K	B.Tech -Chemical Engineering	Lake Chemicals Pvt. Ltd – Bangalore	1.87

148	Moorthi G	B.Tech -Chemical Engineering	Incompressible Fluid Control System Private Limited (Icfcs) - Chennai	1.45
149	Nithishchandran P G	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
150	Pabinesh P	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
151	Pavithra R	B.Tech -Chemical Engineering	Relproc Engineering – Coimbatore	1.2
152	Prakadesh U	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
153	Ragul S	B.Tech -Chemical Engineering	Lake Chemicals Pvt. Ltd – Bangalore	1.45
154	Ragul S	B.Tech -Chemical Engineering	Incompressible Fluid Control System Private Limited (Icfcs) - Chennai	1.45
155	Ranjith B	B.Tech -Chemical Engineering	Incompressible Fluid Control System Private Limited (Icfcs) - Chennai	1.45
156	Sanjay R	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
157	Sanjay V	B.Tech -Chemical Engineering	Incompressible Fluid Control System Private Limited (Icfcs) - Chennai	1.45
158	Santhoshkumar V	B.Tech -Chemical Engineering	Southern Petrochemical Industries Corporation Limited- Tuticorin	2.25
159	Subasini R	B.Tech -Chemical Engineering	Kavin Engineering And Services Pvt.Ltd – Coimbatore	3.24
160	Sugieshivashanmugam A R	B.Tech -Chemical Engineering	Chemplast Sanmar Ltd - Mettur	3.85
161	Vengadanarasimman P	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
162	Vithyasagar B	B.Tech -Chemical Engineering	Tagros Chemicals Pvt Ltd - Cuddalore	1.87
163	Aakash B	B.Tech -Chemical Engineering	Lake Chemicals Pvt. Ltd – Bangalore	1.87
164	Esakkipandi S	B.Tech -Chemical Engineering	National Oxygen Limited – Erode	1.45
165	Gokul G	B.Tech -Chemical Engineering	Incompressible Fluid Control System Private Limited (Icfcs) - Chennai	1.45
166	Gowtham P	B.Tech -Chemical Engineering	Relproc Engineering – Coimbatore	1.2

167	Hariharan K	B.Tech -Chemical Engineering	Relproc Engineering – Coimbatore	1.2
168	Kennedy Diwakar J	B.Tech -Chemical Engineering	Uhp Technologies Pvt Ltd - Bengaluru	3.25
169	Muralhidharan A	B.Tech -Chemical Engineering	Lake Chemicals Pvt. Ltd – Bangalore	1.87
170	Raja B	B.Tech -Chemical Engineering	Relproc Engineering – Coimbatore	1.2
171	Sreenath P	B.Tech -Chemical Engineering	Sanvira Bio Sciences Pvt Ltd - Hyderabad	1.87
172	Akshaya V	B.E - Computer Science and Engineering	Avasoft	5
173	Aravind R	B.E - Computer Science and Engineering	Logbase	4
174	Arjun K S	B.E - Computer Science and Engineering	Intensive English	1.8
175	Ashok Kumar D	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
176	Baazilkumar R	B.E - Computer Science and Engineering	Tata Consultancy Service	3.36
177	Balakumaran M	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
178	Bharathkumar S	B.E - Computer Science and Engineering	Tata Consultancy Service	3.36
179	Bhuvaneshwari S	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
180	Boopathi P	B.E - Computer Science and Engineering	Mallow	4
181	Deepadharani M	B.E - Computer Science and Engineering	Intensive English	1.8
182	Dhanika G	B.E - Computer Science and Engineering	Tata Consultancy Service	7
183	Dinesh S	B.E - Computer Science and Engineering	Renault Nissan	4.25
184	Gayathri V	B.E - Computer Science and Engineering	Avasoft	5



185	Giftson K	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
186	Gobinath K S	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
187	Gokulkumar K P	B.E - Computer Science and Engineering	Renault Nissan	4.25
188	Gowsihan R	B.E - Computer Science and Engineering	Thirumoolar Software	3
189	Gugapriyaa S	B.E - Computer Science and Engineering	Webbrex	2.64
190	Harikrishnan A	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
191	Karthikeyan G	B.E - Computer Science and Engineering	ILM	2.52
192	Kaviya R	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
193	Lobana Rethina Pushpa S	B.E - Computer Science and Engineering	Tata Consultancy Service	3.36
194	Mahavishnu K K	B.E - Computer Science and Engineering	ILM	2.52
195	Maithesh S K	B.E - Computer Science and Engineering	Intensive English	1.8
196	Midhunesh A	B.E - Computer Science and Engineering	Intensive English	1.8
197	Moneshwaran R	B.E - Computer Science and Engineering	SmartED	3
198	Monizha R	B.E - Computer Science and Engineering	Tata Consultancy Service	3.6
199	Nanjin Moorthy J	B.E - Computer Science and Engineering	American Mega Trends	4
200	Naveen A	B.E - Computer Science and Engineering	ILM	2.52
201	Pranesh S	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25

202	Pranith R	B.E - Computer Science and Engineering	ILM	2.52
203	Prasanth G	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
204	Praveen B	B.E - Computer Science and Engineering	Intensive English	1.8
205	Preethika P	B.E - Computer Science and Engineering	Capgemini	4
206	Premnath E S	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
207	Naveen V	B.E - Computer Science and Engineering	Logbase	4
208	Rabiswaran S	B.E - Computer Science and Engineering	Tata Consultancy Service	3.6
209	Ragul K	B.E - Computer Science and Engineering	Intensive English	1.8
210	Rahul S	B.E - Computer Science and Engineering	TPF	4.5
211	Ramesh K	B.E - Computer Science and Engineering	ILM	2.52
212	Ranjith N	B.E - Computer Science and Engineering	Intensive English	1.8
213	Sangamithra P	B.E - Computer Science and Engineering	Hexaware	4
214	Santhosh N	B.E - Computer Science and Engineering	Tata Consultancy Service	7
215	Selvarameshkumar P	B.E - Computer Science and Engineering	Avasoft	5
216	Sowdharshini P	B.E - Computer Science and Engineering	Vinsinfo	3.3
217	Sowmya A	B.E - Computer Science and Engineering	KgiSL	2.4
218	Srinesh M	B.E - Computer Science and Engineering	Intensive English	1.8

219	Swarna S	B.E - Computer Science and Engineering	ILM	2.52
220	Thamseel Ahamed S	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
221	Tharun M	B.E - Computer Science and Engineering	TeamLease Digital	6
222	Thavasi R	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
223	Trisha V	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
224	Vanishree B	B.E - Computer Science and Engineering	Vinsinfo	3.3
225	Venkatesh S	B.E - Computer Science and Engineering	Vinsinfo	3.3
226	Vignesh S	B.E - Computer Science and Engineering	ITC Infotech India Ltd	4.25
227	Vijayanand V	B.E - Computer Science and Engineering	Intensive English	1.8
228	Vijitha N	B.E - Computer Science and Engineering	ILM	2.52
229	Karthick P	B.E - Computer Science and Engineering	SURETI MARKETING INSURANCE	3
230	Sathya G	B.E - Computer Science and Engineering	Intensive English	1.8
231	Arunraja. R	B.E - Computer Science and Engineering	iMatiz	1.44
232	Harish J	B.E - Computer Science and Engineering	iMatiz	1.44
233	Logesh S	B.E - Computer Science and Engineering	iMatiz	1.44
234	Naveenkumar V	B.E - Computer Science and Engineering	iMatiz	1.44
235	Rahul R	B.E - Computer Science and Engineering	iMatiz	1.44

236	Ramnath K	B.E - Computer Science and Engineering	iMatiz	1.44
237	Rudhish.S	B.E - Computer Science and Engineering	iMatiz	1.44
238	Sanjai Kumar.S	B.E - Computer Science and Engineering	iMatiz	1.44
239	Sanjai Kumar.S	B.E - Computer Science and Engineering	iMatiz	1.44
240	Saravanaperumal P	B.E - Computer Science and Engineering	iMatiz	1.44
241	Shiyam Kavi.V	B.E - Computer Science and Engineering	iMatiz	1.44
242	Snehan D.J	B.E - Computer Science and Engineering	iMatiz	1.44
243	Sugumar.K	B.E - Computer Science and Engineering	iMatiz	1.44
244	Surya S	B.E - Computer Science and Engineering	iMatiz	1.44
245	Swetha R	B.E - Computer Science and Engineering	iMatiz	1.44
246	Brintha A	B.E - Computer Science and Engineering	iMatiz	1.44
247	Sarunima A	B.E - Computer Science and Engineering	iMatiz	1.44
248	Sowmiya S	B.E - Computer Science and Engineering	iMatiz	1.44
249	Kannan.S	B.E - Computer Science and Engineering	Grasko Solutions	1.8
250	Srimathi Cn	B.E - Computer Science and Engineering	Yethi Consulting pvt ltd	3.2
251	Deepika.K	B.E - Computer Science and Engineering	Vinsinfo	3.3
252	Gomathi.M	B.E - Computer Science and Engineering	Vinsinfo	3.3

253	Harivardhini.S	B.E - Computer Science and Engineering	Vinsinfo	3.3
254	Mounica M	B.E - Computer Science and Engineering	Vinsinfo	3.3
255	Nandhini M	B.E - Computer Science and Engineering	Vinsinfo	3.3
256	Ragul V	B.E - Computer Science and Engineering	Vinsinfo	3.3
257	Rajkumar A	B.E - Computer Science and Engineering	Vinsinfo	3.3
258	Rithika R	B.E - Computer Science and Engineering	Vinsinfo	3.3
259	Purna Sai Sadarangapatnam	B.E - Computer Science and Engineering	Vinsinfo	3.3
260	Sanjaykumar.K	B.E - Computer Science and Engineering	Vinsinfo	3.3
261	Santhosh K	B.E - Computer Science and Engineering	Vinsinfo	3.3
262	Sashvanth M	B.E - Computer Science and Engineering	Vinsinfo	3.3
263	Sujith. J	B.E - Computer Science and Engineering	Vinsinfo	3.3
264	Dharshan.K	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
265	Hemath Bhusani.M	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
266	Karveti. Ajay Kumar	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
267	Preethishri D	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
268	Rohith M	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
269	Rubansanthosh G.B	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44

270	Shanmugapriya P	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
271	Sharanbharathi.R	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
272	Sri Senthur Murugan.P	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
273	Suruthi. S	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
274	Deepan Raj.R	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
275	Sri Balaji Prabhu. D	B.E - Computer Science and Engineering	Digital EPCS Private Limited	1.44
276	Abinaya G	B.E -Electrical and Electronics Engineering	Vrm Energy Consultancy Services Pvt Ltd	2.04
277	Deepa B	B.E -Electrical and Electronics Engineering	Vrm Energy Consultancy Services Pvt Ltd	2.04
278	Deepika P	B.E -Electrical and Electronics Engineering	Accenture	4.6
279	Dhanushkumar R	B.E -Electrical and Electronics Engineering	Realtech Systems	1.94
280	Dharaneesh K	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
281	Dinesh.V	B.E -Electrical and Electronics Engineering	Honey Iconics	2.5
282	Gokul S	B.E -Electrical and Electronics Engineering	Gessdemn Global Service	1.8
283	Gokulan S	B.E -Electrical and Electronics Engineering	L.G. Balakrishnan & Bros	1.68
284	Gokulapriya. S	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
285	Gowtham M	B.E -Electrical and Electronics Engineering	L.G. Balakrishnan & Bros	1.68
286	Gowtham V	B.E -Electrical and Electronics Engineering	Infant Jesus Engg Works (P) Ltd	1.92
287	Harikrishnan.B	B.E -Electrical and Electronics Engineering	Wonjin Autoparts India Private Limited	1.8
288	Indira Prabha R	B.E -Electrical and Electronics Engineering	Vrm Energy Consultancy Services Pvt Ltd	2.04
289	Jeffrin Samuel. S	B.E -Electrical and Electronics Engineering	Institute Of Language Management (P) Ltd	2.52

290	Karthy P	B.E -Electrical and Electronics Engineering	L.G. Balakrishnan & Bros	1.68
291	Karthikeyan G	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
292	Kavin Prasanth B	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
293	Logendran M	B.E -Electrical and Electronics Engineering	Rndsoft Tech Pvt Ltd	1.92
294	Manoj A	B.E -Electrical and Electronics Engineering	Wonjin Autoparts India Private Limited	1.68
295	Mohan Chandru R	B.E -Electrical and Electronics Engineering	Wonjin Autoparts India Private Limited	1.8
296	Mythili R	B.E -Electrical and Electronics Engineering	Capegemini	4
297	Prasanth Rj	B.E -Electrical and Electronics Engineering	Tata Consultancy Services	3.36
298	Priyadarshini S	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
299	Ragul Ritheesh S	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
300	Rohith D	B.E -Electrical and Electronics Engineering	L.G. Balakrishnan & Bros	1.68
301	Sabari Nath.V	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
302	Sampathkumar R	B.E -Electrical and Electronics Engineering	Realtech Systems	1.94
303	Sanjay P	B.E -Electrical and Electronics Engineering	Delphi-Tvs Technologies	2.18
304	Sanjaysabari.S	B.E -Electrical and Electronics Engineering	NCR Corporation Ltd.	2.04
305	Sankar L	B.E -Electrical and Electronics Engineering	Realtech Systems	1.94
306	Sekar P	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
307	Shiva G	B.E -Electrical and Electronics Engineering	Realtech Systems	1.94
308	Sindhuvarshni. K	B.E -Electrical and Electronics Engineering	Accenture	4.6
309	Sridhar S	B.E -Electrical and Electronics Engineering	L.G. Balakrishnan & Bros	1.68
310	Sudhan R	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
311	Sudharsan J	B.E -Electrical and Electronics Engineering	Delphi-Tvs Technologies	2.18

312	Suriyaprakash N	B.E -Electrical and Electronics Engineering	Mobitech Wireless Solution	2.78
313	Tamilselvan V	B.E -Electrical and Electronics Engineering	Wonjin Autoparts India Private Limited	1.8
314	Thanush P	B.E -Electrical and Electronics Engineering	Logskim Solutions Private Limited	1.98
315	Thrisha A	B.E -Electrical and Electronics Engineering	Mobitech Wireless Solution	1.5
316	Vasudevan C	B.E -Electrical and Electronics Engineering	Realtech Systems	1.94
317	Velmurugan S	B.E -Electrical and Electronics Engineering	Sakthi Auto Component Ltd	2.16
318	Dhananjay Deepak S	B.E -Electrical and Electronics Engineering	NCR Corporation Ltd.	2.04
319	Dhivya N	B.E -Electrical and Electronics Engineering	Mobitech Wireless Solution	1.8
320	Dinakaran D	B.E -Electrical and Electronics Engineering	Delphi-Tvs Technologies	2.18
321	Dinesh V	B.E -Electrical and Electronics Engineering	Sakthi Auto Component Ltd	2.16
322	Gokul T	B.E -Electrical and Electronics Engineering	Realtech Systems	1.94
323	Gowtham R	B.E -Electrical and Electronics Engineering	Infant Jesus Engg Works (P) Ltd	1.92
324	Kaviya A	B.E -Electrical and Electronics Engineering	Vrm Energy Consultancy Services Pvt Ltd	2.04
325	Logesh R	B.E -Electrical and Electronics Engineering	Sakthi Auto Component Ltd	2.16
326	Ramesh S	B.E -Electrical and Electronics Engineering	Sakthi Auto Component Ltd	2.16
327	Sanjeev K	B.E -Electrical and Electronics Engineering	Sakthi Auto Component Ltd	2.16
328	Santhosh Kumar. C	B.E -Electrical and Electronics Engineering	Realtech Systems	1.94
329	Vikram. P	B.E -Electrical and Electronics Engineering	Realtech Systems	1.94
330	Abishek K	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
331	Archana A T	B.E - Electronics and Communication Engineering	Tap Academy	2
332	Arunkumar K	B.E - Electronics and Communication Engineering	TCS , CTS	3.36 ,4



333	Bagavathi P	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
334	Bharani S A	B.E - Electronics and Communication Engineering	Capgemini, TCS	4, 3.36
335	Brundha A	B.E - Electronics and Communication Engineering	Domex e-Data Pvt Ltd	2.12
336	Chandru V	B.E - Electronics and Communication Engineering	Zoho Corporations Pvt Ltd	5
337	Chantramouli T	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
338	Deepak S	B.E - Electronics and Communication Engineering	ITC Infotech	4.25
339	Dhivyadharshini V	B.E - Electronics and Communication Engineering	TCS	3.36
340	Gokul S	B.E - Electronics and Communication Engineering	TCS, CTS	3.36, 4
341	Gopalakannan V K	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
342	Gopika R	B.E - Electronics and Communication Engineering	Shiash Info Solutions Pvt Ltd	2.8
343	Hema K R	B.E - Electronics and Communication Engineering	Accenture, ITC Infotech	4.5,4.25
344	Jai Saratha B	B.E - Electronics and Communication Engineering	Domex e-Data Pvt Ltd	2.12
345	Jayaprasath K	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
346	Keertha Dharshini B	B.E - Electronics and Communication Engineering	Domex e-Data Pvt Ltd	2.12
347	Logesh K	B.E - Electronics and Communication Engineering	Intensive English	2

348	Manibharathi A	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
349	Manoj A	B.E - Electronics and Communication Engineering	Rajaswi Chemical Mfg Pvt Ltd	3
350	Mehala B	B.E - Electronics and Communication Engineering	Purpleslate,Accenture,	6, 4.5
351	Mohammed Abuthahir Basith A	B.E - Electronics and Communication Engineering	ITC Infotech	4.25
352	Monikka B	B.E - Electronics and Communication Engineering	TCS	3.36
353	Nadhiya R	B.E - Electronics and Communication Engineering	Tap Academy	2
354	Naveen S	B.E - Electronics and Communication Engineering	Plintron, Logskim	3
355	Navitha N	B.E - Electronics and Communication Engineering	TCS	3.36
356	Pavishnika B	B.E - Electronics and Communication Engineering	Institute Of Language Management (P) Ltd	2.52
357	Pradeep S	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
358	Raahul S	B.E - Electronics and Communication Engineering	Institute Of Language Management (P) Ltd	2.52
359	Ragul C	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
360	Rithika V	B.E - Electronics and Communication Engineering	Accenture, Hexaware	4.5, 4
361	Riyaz Khan M	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
362	Sandhiya G	B.E - Electronics and Communication Engineering	LOGSKIM	3

363	Sanjay E	B.E - Electronics and Communication Engineering	ITC Green Center	2.2
364	Sanjay G	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
365	Santhiya S	B.E - Electronics and Communication Engineering	Vertical Solutions	1.92
366	Santhosh M	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
367	Sathishkumar P	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
368	Sathishkumar P	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
369	Sekar V	B.E - Electronics and Communication Engineering	ITC Green Center	2.2
370	Soundar V	B.E - Electronics and Communication Engineering	KAAR Technologies	6.5
371	Srinivas J	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
372	Subasree P	B.E - Electronics and Communication Engineering	LOGSKIM	3
373	Tamilarasu V	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
374	Tharunkumar S	B.E - Electronics and Communication Engineering	TAP Academy	2
375	Vignesh A	B.E - Electronics and Communication Engineering	Institute Of Language Management (P) Ltd	2.52
376	Vincent Joeyal P	B.E - Electronics and Communication Engineering	TCS	7
377	Vishnuraj T	B.E - Electronics and Communication Engineering	NCR Corporation	2.16

378	Yashwanthbabu A L	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
379	Yuvaraja P	B.E - Electronics and Communication Engineering	Intensive English	2
380	Janani N	B.E - Electronics and Communication Engineering	ITC Infotech	4.25
381	Akileshwaran K	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
382	Devadharshini M	B.E - Electronics and Communication Engineering	LOGSKIM	3
383	Moulidharan G	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
384	Mydeepan V	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
385	Naveen M	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
386	Ramya M	B.E - Electronics and Communication Engineering	Institute Of Language Management (P) Ltd, NEYA Technologies	2.52,2.3
387	Siddesh S	B.E - Electronics and Communication Engineering	NCR Corporation	2.16
388	Anandh Alexander S	B.E - Electronics and Communication Engineering	imatiz	1.44
389	Gokulraj P	B.E - Electronics and Communication Engineering	imatiz	1.44
390	Gokulraja R	B.E - Electronics and Communication Engineering	imatiz	1.44
391	Karthikaibalan V P	B.E - Electronics and Communication Engineering	imatiz	1.44
392	Loganathan V	B.E - Electronics and Communication Engineering	imatiz	1.44

393	Ranjith M	B.E - Electronics and Communication Engineering	imatiz	1.44
394	Sivashankar R	B.E - Electronics and Communication Engineering	imatiz	1.44
395	Sudhan V	B.E - Electronics and Communication Engineering	imatiz	1.44
396	Aswin Kumar G	B.E - Electronics and Communication Engineering	imatiz	1.44
397	Bindhya P	B.E - Electronics and Communication Engineering	imatiz	1.44
398	Abilash R	B.E - Electronics and Communication Engineering	imatiz	1.44
399	Dhharun N M	B.E - Electronics and Communication Engineering	imatiz	1.44
400	Nandhakumar P	B.E - Electronics and Communication Engineering	imatiz	1.44
401	Sudharsana Vigneshwaran A	B.E - Electronics and Communication Engineering	imatiz	1.44
402	Shanmuga Sundaram S	B.E - Electronics and Communication Engineering	imatiz	1.44
403	Vishnu G M	B.E - Electronics and Communication Engineering	imatiz	1.44
404	Loganathan S	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44
405	Shanmuga Priya K	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44
406	Nikil A	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44
407	Poornavijay N	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44

408	Sasikumar S	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44
409	Thilak S	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44
410	Vishnu C	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44
411	Varun V	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44
412	Vishnuvarthan J	B.E - Electronics and Communication Engineering	Digital EPCS Pvt Ltd	1.44
413	Gobi R	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
414	Gomathi P	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
415	Karthikeyan S	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
416	Mathiyazhagan S	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
417	Mathumitha A	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
418	Praveena K	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
419	Ranjini R	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
420	Rithik P	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
421	Shaik Thayyaba	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
422	Vikneshwaran T	B.E - Electronics and Communication Engineering	Vinsinfo	3.31

423	Dharanidra A Y	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
424	Geetha R	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
425	Indhu V J	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
426	Jana M	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
427	Poornima M	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
428	Harikrishna C H	B.E - Electronics and Communication Engineering	Vinsinfo	3.31
429	Arun V	B.Tech -Information Technology	Renault Nissan	4.25
430	Arunachalam G	B.Tech -Information Technology	Kaar Technologies	6.5
431	Balamurugan S	B.Tech -Information Technology	TCS	3.36
432	Deepak N	B.Tech -Information Technology	Code Town	2.64
433	Deepan M S	B.Tech -Information Technology	ITC	4.25
434	Gokul A	B.Tech -Information Technology	ITC	4.25
435	Gowthamkumar G	B.Tech -Information Technology	Intensive English	1.92
436	Harijayaraj S	B.Tech -Information Technology	Crypton	2.5
437	M.R.Hari Prasath	B.Tech -Information Technology	Renault Nissan	4
438	Harish K M	B.Tech -Information Technology	Institute Of Language Management (P) Ltd	2.5
439	Jeevanantham S	B.Tech -Information Technology	Institute Of Language Management (P) Ltd	2.5
440	Jeevaprasanth V	B.Tech -Information Technology	TCS	3.36
441	Jeevitha K	B.Tech -Information Technology	Capgemini	4.25

442	Karthik D	B.Tech -Information Technology	TCS	3.36
443	Karunagaran A	B.Tech -Information Technology	TCS	3.36
444	Kaviyadharshini K	B.Tech -Information Technology	Capgemini	4.25
445	Kayalvizhi P	B.Tech -Information Technology	Renault Nissan	4
446	Kayalvizhi R	B.Tech -Information Technology	ITC	4.25
447	Keerthana M	B.Tech -Information Technology	Capgemini	4.25
448	Logamithra V	B.Tech -Information Technology	Accenture	4.6
449	Logeswaran V	B.Tech -Information Technology	Capgemini	4.25
450	Lohit S	B.Tech -Information Technology	TCS	3.36
451	Madhan Kumar R	B.Tech -Information Technology	Institute Of Language Management (P) Ltd	2.5
452	Manoranjitha M	B.Tech -Information Technology	Capgemini	4.25
453	Meenakshi S	B.Tech -Information Technology	Mnxw	2.11
454	Mohammed Sarjun S	B.Tech -Information Technology	Code Town	2.64
455	Muhammadjuber S	B.Tech -Information Technology	IGEN	2.5
456	Mukesh D	B.Tech -Information Technology	Institute Of Language Management (P) Ltd	2.5
457	Naveen Kumar T	B.Tech -Information Technology	TCS	3.36
458	Niranjan Kumar S V	B.Tech -Information Technology	GDT	3.5
459	Raghul B	B.Tech -Information Technology	ITC	4.25
460	Ranjana V	B.Tech -Information Technology	TCS	3.36
461	Ranjith V	B.Tech -Information Technology	Code Town	3
462	Runil V	B.Tech -Information Technology	ITC	4.25
463	Sheela Jery A	B.Tech -Information Technology	Code Town	3



464	Shiv Sakthivel J	B.Tech -Information Technology	Avasoft	5
465	Shuren M S	B.Tech -Information Technology	ITC	4.25
466	Sivasakthi V	B.Tech -Information Technology	Kaar Technologies	6.5
467	Sowmiya R	B.Tech -Information Technology	Accenture	4.6
468	Sowmiya S	B.Tech -Information Technology	Intensive English	1.92
469	Subashini S	B.Tech -Information Technology	Code Town	3
470	Sudharshini V M	B.Tech -Information Technology	Mnxw	2.4
471	Sugul G	B.Tech -Information Technology	Terv	4
472	Thayanithi P J	B.Tech -Information Technology	Sopra Steria	6
473	Thilaga S	B.Tech -Information Technology	Institute Of Language Management (P) Ltd	2.5
474	Umamakeswari R	B.Tech -Information Technology	Kaar Technologies	6.5
475	Viswa G	B.Tech -Information Technology	Institute Of Language Management (P) Ltd	2.5
476	Yokeshwaran J	B.Tech -Information Technology	Webberax	3.12
477	Jalaludeen K	B.Tech -Information Technology	Intensive English	1.92
478	Krishnan Kutty B	B.Tech -Information Technology	Intensive English	1.92
479	Manu C	B.Tech -Information Technology	Renault Nissan	4
480	Naveen Kumar D	B.Tech -Information Technology	Kaar Technologies	6.5
481	Sabari Balaji A	B.Tech -Information Technology	Code Town	3
482	Sowmiya C	B.Tech -Information Technology	Renault Nissan	4
483	Arunprasanth K	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
484	Ashoksri S	B.E-Mechanical Engineering	Tvs Upasana	2.4
485	Dhanabalan S	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28

486	Gopinath V	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
487	Gowtham M	B.E-Mechanical Engineering	TVS Upasana	2.4
488	Gunaseelan P	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
489	Harish R	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
490	Inesh A	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
491	Kannan D	B.E-Mechanical Engineering	Ncr Corporation Ltd.	2.16
492	Karthi T	B.E-Mechanical Engineering	TVS Upasana	2.4
493	Kavin Adithya A M	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
494	Kavin Kumar A	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
495	Kavin V	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
496	Loganathan A	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
497	Manjunath G	B.E-Mechanical Engineering	TVS Upasana	2.4
498	Manokar R	B.E-Mechanical Engineering	TVS Upasana	2.4
499	Manova Arputharaj R	B.E-Mechanical Engineering	Logskim Solutions Pvt. Ltd.	2.5
500	Merlin Abinaya D V	B.E-Mechanical Engineering	Renault Nissan	4.5
501	Mohanvijay R	B.E-Mechanical Engineering	Logskim Solutions Pvt. Ltd.	2.5
502	Naveen Kumar S	B.E-Mechanical Engineering	Tvs Upasana	2.4
503	Nithishkumar M	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
504	Prathish A R	B.E-Mechanical Engineering	Treffer Technologies, Coimbatore	2.5
505	Pugazhenthii V	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
506	Sanjay R	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
507	Santhanakrishnan A	B.E-Mechanical Engineering	TVS Upasana	2.4

508	Santhosh R	B.E-Mechanical Engineering	TVS Upasana	2.4
509	Sarveshwaran S	B.E-Mechanical Engineering	Ns Instruments	2.1
510	Stephen Ponraj J	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
511	Suriya M	B.E-Mechanical Engineering	TVS Upasana	2.4
512	Tamilarasan P	B.E-Mechanical Engineering	Logskim Solutions Pvt. Ltd.	2.5
513	Thanigaivel S	B.E-Mechanical Engineering	Logskim Solutions Pvt. Ltd.	2.5
514	Varun K R	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
515	Vijayaragavan R	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
516	Vishwanath G	B.E-Mechanical Engineering	TVS Upasana	2.4
517	Yathishprasanna M	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
518	Yogesh R	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
519	Ajayprabu V	B.E-Mechanical Engineering	Delphi Tvs	2.46
520	Akash.E	B.E-Mechanical Engineering	TVS Upasana	2.4
521	Alaganthiran S	B.E-Mechanical Engineering	TVS Upasana	2.4
522	Ancelinnishanth M A	B.E-Mechanical Engineering	Delphi Tvs	2.46
523	Arulmurugan. T	B.E-Mechanical Engineering	NCR Corporation	2.16
524	Ashwin B	B.E-Mechanical Engineering	TVS Upasana	2.4
525	Balaji.S	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
526	Balasurya G	B.E-Mechanical Engineering	Tcs	3
527	Bhuvaneshkumar N	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
528	Boopathi.K	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
529	Dharaneesh R	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16

530	Dheenathayalan P	B.E-Mechanical Engineering	TVS Upasana	2.4
531	Dinesh K	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
532	Divakaran P	B.E-Mechanical Engineering	TVS Upasana	2.4
533	Giridharan A	B.E-Mechanical Engineering	Delphi Tvs	2.46
534	Gopalakrishnan R	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
535	Gugan A	B.E-Mechanical Engineering	Tvs Upasana	2.4
536	Harikrishnan P	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
537	Hariprasath S	B.E-Mechanical Engineering	Delphi Tvs	2.46
538	Jagadeesh Kumar P	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
539	Jeeva S	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
540	Jeevanantham M	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
541	Jeevarathinavel C	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
542	Jerin Dhas C	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
543	Karthikeyan N	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
544	Karthikkumar R	B.E-Mechanical Engineering	Tvs Upasana	2.4
545	Kavin K S	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
546	Keerthivasan P	B.E-Mechanical Engineering	Delphi Tvs	2.46
547	Kesavan A	B.E-Mechanical Engineering	TVS Upasana	2.4
548	Krishnamoorthi S	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
549	Krithick S	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
550	Mageshwaran K S	B.E-Mechanical Engineering	TVS Upasana	2.4
551	Magudeshwaran A	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8

552	Mowleeswaran S	B.E-Mechanical Engineering	Logskim Solutions Pvt. Ltd.	2.5
553	Mukesh R	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
554	Nandhan V	B.E-Mechanical Engineering	Tvs Upasana	2.4
555	Nitharson V	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
556	Ragul K K	B.E-Mechanical Engineering	Logskim Solutions Pvt. Ltd.	2.5
557	Ragul Kannan T	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
558	Rajkumar K	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
559	Rathinavel D	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
560	Ravi Prakash E	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
561	Sabarish D	B.E-Mechanical Engineering	TVS Upasana	2.4
562	Sanjai S	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
563	Seenivasan R	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
564	Sri Nivas Vel P	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
565	Srikanth G	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
566	Suthakar B	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
567	Vairochanan E P	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
568	Vinubalan V	B.E-Mechanical Engineering	NCR Corporation Ltd.	2.16
569	Visva K	B.E-Mechanical Engineering	Sakthi Auto Components Ltd.	2.28
570	Yoga Prasath S	B.E-Mechanical Engineering	Wonjin Auto Parts India Pvt. Ltd.	1.8
571	Ahammed Basith K	Master of Business Administration	The Chennai Silks,Erode	1.44
572	Ajitha.S	Master of Business Administration	Renix Technology	2.4
573	Ajitha.S	Master of Business Administration	Neya Technologies, Coimbatore	2.4

574	Balavigneshkumar E	Master of Business Administration	Urc Constructions	2.4
575	Divya Dharshini K	Master of Business Administration	Neya Technologies Coimbatore	2.4
576	Ganishkasri S	Master of Business Administration	Lightshare	2.83
577	Gokulrathinam.M	Master of Business Administration	Chola Business Service Limited, Chennai	2
578	Janani.A	Master of Business Administration	Mina Fashion,Erode	1.2
579	Jaya Sheelan.P	Master of Business Administration	Sureti Insurance	1.8
580	Jeya Shri R	Master of Business Administration	Rivera Coil Manufacturing India Pvt. Ltd., Erode	1.8
581	S.Karthi	Master of Business Administration	Grihum Housing Finance, Erode	3.75
582	Karunamoorthy D	Master of Business Administration	Aimfill International , A Division Of Dgito Technical Training Service Pvt. Ltd.	1.8
583	Kavineshkumar V	Master of Business Administration	Karnataka Bank Ltd. Chennai	2.35
584	Kaviyan V	Master of Business Administration	Thulasi Steels	1.68
585	Kesava Prasath M	Master of Business Administration	Face Prep	1.8
586	Krishnaraj.R	Master of Business Administration	Maharishi Vidhya Mandir Senior Secondary School, Ingur.	2.4
587	Leebika S	Master of Business Administration	Intensive English	1.8
588	Logeshwari K	Master of Business Administration	Elite Clothing Company,Perundurai	1.44
589	Mounesh S	Master of Business Administration	Thermak Air Technologies	1.2
590	Mounica S	Master of Business Administration	URC Constructions Erode	1.8
591	Mousik Shankar S	Master of Business Administration	CGB Solutions Pvt. Ltd. Bangalore	2.16
592	Mugunthan S.K	Master of Business Administration	Aimfill International , A Division Of Dgito Technical Training Service Pvt. Ltd.	1.8
593	Nandhakumar R	Master of Business Administration	Face Prep	2.4
594	Nandhakumar T	Master of Business Administration	URC Constructions Erode	1.2

595	Nandhini M	Master of Business Administration	Elite Clothing Company,Perundurai	1.8
596	Naresh P	Master of Business Administration	Renix Technology	1.8
597	Pragadeesh R	Master of Business Administration	Dmart	3.5
598	Prathipa M	Master of Business Administration	Face Prep	1.8
599	Priyadarshini M	Master of Business Administration	Face Prep	5.14
600	Reshma S	Master of Business Administration	The Chennai Silks,Erode	1.44
601	Sabarna.M	Master of Business Administration	Face Prep	1.8
602	Sandhiya V	Master of Business Administration	Face Prep	1.8
603	Sangavi.P	Master of Business Administration	Intensive English	1.8
604	Sanjai.A	Master of Business Administration	Vinu Coirs	2.4
605	Sanjith S	Master of Business Administration	Mahindra Next Wealth	1.53
606	Santhosh Kumar M	Master of Business Administration	URC Constructions Erode	1.8
607	Shruthi A	Master of Business Administration	Equitas Bank Chennai	1.8
608	Sibitharan P	Master of Business Administration	R.G.Sundar & Co., Erode	1.2
609	Sudhakar D	Master of Business Administration	SJV Textile Mills	1.92
610	Suganth.V.K	Master of Business Administration	Vivek Vijay And Company	1.8
611	Thanish S	Master of Business Administration	Neya Technologies, Coimbatore	2.4
612	Umasankar L	Master of Business Administration	PN Logistics, Tirupur	1.8
613	Arun Kumar P	Master of Computer Applications	Xilligence Technologies	2
614	Mohan Kumar C	Master of Computer Applications	Tap Academy	1
615	Pavithran A	Master of Computer Applications	Face Prep	3.06
616	Yogesh C	Master of Computer Applications	IGEN	2.8

617	Maheshwari P	Master of Computer Applications	Capgemini	4
618	Bharathkumar R	Master of Computer Applications	Palle Technologies	1
619	Gowtham S	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
620	Hariharan V	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
621	Nandhini N	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
622	Abinandhan S	Master of Computer Applications	Face Prep	3.06
623	Deepika R	Master of Computer Applications	Face Prep	3.06
624	Harish S	Master of Computer Applications	Face Prep	3.06
625	Lokeshwaran P	Master of Computer Applications	Face Prep	3.06
626	Presnavi R	Master of Computer Applications	Face Prep	3.06
627	Ramanan K	Master of Computer Applications	Face Prep	3.06
628	Roobika B	Master of Computer Applications	Face Prep	3.06
629	Santhosh S	Master of Computer Applications	Face Prep	3.06
630	Abirami M	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
631	Dilagar G	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
632	Jawahar M	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
633	Nishanth M	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
634	Raja Vignesh S	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
635	Ramya J	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
636	Samyuktha M	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2
637	Vikas S	Master of Computer Applications	Dbotics Technology And Solution Pvt Ltd	2





# SAI IRRIGATION

116/1VivekanandherRoadVeerappampalaya  
mThindal(PO)  
Erode-638012

Date: 20/10/2023

Ref: SAI - 014 - 2023

**The Principal**  
**NANDHA ENGINEERING COLLEGE**  
**Perundurai, Erode, Tamil Nadu – 638052.**

Dear Sir / Madam,

**Reg : SAI IRRIGATION Campus Drive at NANDHA ENGINEERING COLLEGE**  
**Campus on 20<sup>th</sup> October 2023**

On Campus drive at your campus for Agriculture Engineering Students, A total of 7 Students are got selected and they will be paid CTC of Rs 12,500 per month from the date of joining, candidates will advise to report to our Erode office, the date will be communicated in due course.

The list of students are listed below

S.No	Reg.No	Name
1	20AG001	AGALYA S
2	20AG004	DHARANI B
3	20AG018	KAVITHA V
4	20AG032	NISHANTHINI S
5	20AG035	NOUVSHIKA E T
6	20AG036	PAVITHRA S
7	20AG042	RITHIKA T

  
For SAI IRRIGATION



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/11/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Aravind G for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

**FOR SAKTHI AUTO COMPONENT LIMITED**

**ASST.GENERAL MANAGER  
(HR&DEVELOPMENT)**



**MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIAUTHUKULI TALUK TIRUPUR DIST - 638 056**

**Phone: 04294 – 227700 Fax: 04294 – 242268**

**Email: sacl@sakthiauto.com Web: sakthiauto.com**

**Head Office: 180, Race Course, Coimbatore 641018**

**CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7**



## OFFER LETTER

Dear DEEPIKA S

We are happy to announce that you have been selected to fill the position of **TELECALLER**. You will be paid a stipend of Rs.12,500.00 per month from the date of joining.

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.

**Best Wishes**

For Mobitech Wireless Solution Private Limited

A handwritten signature in black ink, appearing to read "F. Dhruv", is written over a faint dotted line.

Authorized Signatory





# SAI IRRIGATION

116/1VivekanandherRoadVeerappampalaya  
mThindal(PO)  
Erode-638012

Date: 20/10/2023

Ref: SAI - 014 - 2023

**The Principal**  
**NANDHA ENGINEERING COLLEGE**  
**Perundurai, Erode, Tamil Nadu – 638052.**

Dear Sir / Madam,

**Reg : SAI IRRIGATION Campus Drive at NANDHA ENGINEERING COLLEGE**  
**Campus on 20<sup>th</sup> October 2023**

On Campus drive at your campus for Agriculture Engineering Students, A total of 7 Students are got selected and they will be paid CTC of Rs 12,500 per month from the date of joining, candidates will advise to report to our Erode office, the date will be communicated in due course.

The list of students are listed below

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3	20AG018	KAVITHA V
4	20AG032	NISHANTHINI S
5	20AG035	NOUVSHIKA E T
6	20AG036	PAVITHRA S
7	20AG042	RITHIKA T

  
For SAI IRRIGATION

# DHAN Foundation

Building Institutions for Generations



HRM/CFL/TN/ERO/SAT/04/ 23-24  
15.03.2024

Ms.N Dharani  
D/o Nallamuthu.N  
92/8,kaliyampudhur, perundurair  
Erode (Dt), perunthurair (tk)  
638052  
Mobile: 7708862721  
Mobile: 9361286006

Dear N Dharani

With reference to your application and on the basis of our selection process therein, we are pleased to engage you as a Project Staff at DHAN Foundation for CFL Project in Sathyamangalam Block, Erode District and Adjacent Blocks of Thalavadi and Bhavanisagar, Tamil Nadu with effect from March 15, 2024 on the following terms and conditions:

1. You will be working on the project for a period of One year, subject to renewal on yearly basis purely at the discretion of the Management for the project period only.
2. During your project period, you will be given the salary details breakup as follows.

	Rs.
Pay	9,000
Employer's PF (12%)	1,080
Field Allowance	4,920
<b>Gross Pay</b>	<b>15,000</b>
Less: Employer's PF (12%) + Employee's PF (12%)	2,160
<b>Net Pay</b>	<b>12,840</b>

3. You will report to **Mr.P.Sivasubramanian, CFL – State Coordinator and Ms.G.Palaneeswari, Zonal Coordinator, Tamil Nadu.**
4. You will not be entitled to any other allowances, benefits or leave facilities other than the above except leave of 12 days as per leave rules of DHAN Foundation.
5. You will be entitled to claim actual official travel expenses incurred by you.
6. On completion of the Project period this appointment shall stand terminated automatically.
7. During the project period you shall discharge your duties conscientiously, faithfully, diligently and honestly.
8. You shall hold all information and documents obtained by you about and from DHAN Foundation during the project in strict confidence and not divulge the information or pass on the documents to anyone.
9. Your services as a project can be terminated prematurely at any time under the following Circumstances:-
  - 9.1 If in the opinion of the management
  - 9.1.1 Your performance is unsatisfactory
  - 9.1.2 You are guilty of misconduct or insubordination or any unlawful act
  - 9.1.3 Your actions are detrimental to the interests of the organization/ Project
  - 9.1.4 You are found to be unsuitable

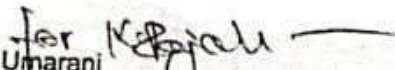
The decision of the management shall be final and binding on you on all these matters



10. DHAN Foundation is under no obligation to offer you employment after completion of your Project period.
11. During your project period you shall not engage in any other business, occupation or calling.
12. Income tax will be deducted at source as applicable.
13. If this offer is acceptable to you on the terms and conditions contained herein above, please return to us immediately the duplicate copy of this letter duly signed by you in token of your acceptance. Failure to communicate with us within two days of the date of this letter may result in lapse of this offer.

Looking forward to your association with DHAN Foundation.

Best,

  
A. Umarani  
Programme Leader

**ON OFFICE COPY AND DUPLICATE COPY ONLY**

I have carefully read the terms and conditions of this offer and these are acceptable to me. I shall join duty on \_\_\_\_\_ forenoon.

Place : \_\_\_\_\_

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

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

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

Address : \_\_\_\_\_

CC :

1. Mr.P.Sivasubramanian, CFL – State Coordinator
2. Ms.G.Palaneeswari, CFL – Zonal Coordinator
3. Accounts section, CFL
4. Centre for HRD
5. Administration Section, Central office
5. Centre for Finance

---

Phone 0452 – 2302518 and 23025519  
Email : [ghanfoundation@ghan.org](mailto:ghanfoundation@ghan.org)



## OFFER LETTER

Dear DHARANIS

We are happy to announce that you have been selected to fill the position of **TELECALLER**. You will be paid a stipend of **Rs.12,500.00** per month from the date of joining.

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.

**Best Wishes**

For Mobitech Wireless Solution Private Limited

A handwritten signature in black ink, appearing to read "F. Dhruv", is written over a light-colored background.

Authorized Signatory





To,

**Name :** Fiza Tabassum Ajas

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

Dear Fiza Tabassum Ajas,

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 7 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, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **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 - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 32,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **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. The joining bonus is a one-time payment that will be paid with the first month's salary.
- **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 13,800 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,60,700/-**

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"

# DHAN Foundation

Building Institutions for Generations



HRM/CFL/TN/ERO/SAT/15/23-24  
15.03.2024

Mr. Gobinath M  
S/o Manikam A  
142/2 sandhi kadi madu, chithode,  
Erode  
638001  
Mobile: 6383765527

Dear Gobinath M

With reference to your application and on the basis of our selection process therein, we are pleased to engage you as a Project Staff at DHAN Foundation for CFL Project in Sathyamangalam Block, Erode District and Adjacent Blocks of Thalavadi and Bhavanisagar, Tamil Nadu with effect from March 15, 2024 on the following terms and conditions:

1. You will be working on the project for a period of One year, subject to renewal on yearly basis purely at the discretion of the Management for the project period only.
2. During your project period, you will be given the salary details breakup as follows.

	Rs.
Pay	9,000
Employer's PF (12%)	1,080
Field Allowance	4,920
<b>Gross Pay</b>	<b>15,000</b>
Less: Employer's PF (12%) + Employee's PF (12%)	2,160
<b>Net Pay</b>	<b>12,840</b>

3. You will report to **Mr.P.Sivasubramanian, CFL – State Coordinator and Ms.G.Palaneeswari, Zonal Coordinator, Tamil Nadu.**
4. You will not be entitled to any other allowances, benefits or leave facilities other than the above except leave of 12 days as per leave rules of DHAN Foundation.
5. You will be entitled to claim actual official travel expenses incurred by you.
6. On completion of the Project period this appointment shall stand terminated automatically.
7. During the project period you shall discharge your duties conscientiously, faithfully, diligently and honestly.
8. You shall hold all information and documents obtained by you about and from DHAN Foundation during the project in strict confidence and not divulge the information or pass on the documents to anyone.
9. Your services as a project can be terminated prematurely at any time under the following Circumstances:-
  - 9.1 If in the opinion of the management
  - 9.1.1 Your performance is unsatisfactory
  - 9.1.2 You are guilty of misconduct or insubordination or any unlawful act
  - 9.1.3 Your actions are detrimental to the interests of the organization/ Project
  - 9.1.4 You are found to be unsuitable

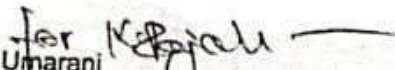
The decision of the management shall be final and binding on you on all these matters



10. DHAN Foundation is under no obligation to offer you employment after completion of your Project period.
11. During your project period you shall not engage in any other business, occupation or calling.
12. Income tax will be deducted at source as applicable.
13. If this offer is acceptable to you on the terms and conditions contained herein above, please return to us immediately the duplicate copy of this letter duly signed by you in token of your acceptance. Failure to communicate with us within two days of the date of this letter may result in lapse of this offer.

Looking forward to your association with DHAN Foundation.

Best,

  
A. Umarani  
Programme Leader

**ON OFFICE COPY AND DUPLICATE COPY ONLY**

I have carefully read the terms and conditions of this offer and these are acceptable to me. I shall join duty on \_\_\_\_\_ forenoon.

Place : \_\_\_\_\_

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

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

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

Address : \_\_\_\_\_

CC :

1. Mr.P.Sivasubramanian, CFL – State Coordinator
2. Ms.G.Palaneeswari, CFL – Zonal Coordinator
3. Accounts section, CFL
4. Centre for HRD
5. Administration Section, Central office
5. Centre for Finance

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Phone 0452 – 2302518 and 23025519  
Email : [ghanfoundation@ghan.org](mailto:ghanfoundation@ghan.org)

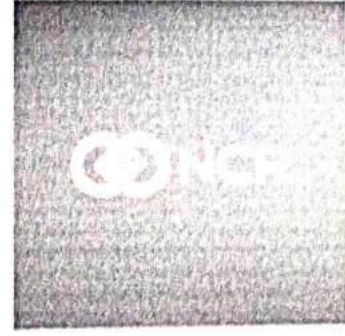
NCR Corporation India Pvt Ltd.,

14/1A, Mahindra World  
City, Veerapuram Village  
, Chengalpattu (Taluk), K  
anchipuram (District),  
Tamil Nadu - 603004, India.

Tel: +91-4466189999

Fax: +91-4466189797

www.ncr.com



Ref: NCR/IR/Campus/007/2024 Date:  
29<sup>th</sup> January 2024

**The Principal / Director Placoment  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, TamilNadu-638052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted OnCampus drive at your campus for Agriculture Engineering Students, 15 Students are appeared for Written Test and out of which total 4 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

S.No	Register Number	Name(InitialatEnd)	College & Dept
1	20AG009	HARISH R	NEC - Agri
2	20AG014	KARTHIKEYAN Y	NEC - Agri
3	20AG027	MEHARAJ R	NEC - Agri
4	20AGL01	ADARSH D	NEC - Agri

Thanking  
You Yours Faithfully  
NCR Corporation India Pvt Ltd.,

*21/1/24*  
**R.K.Saravanan  
Head-Employee/Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560052, India.  
Tel: +91-80-30786900, Fax: +91-80-22257050



# ROOTS Irrigation Private Limited

For Ultimate Water Conservation

Ref:RIPL/CBE/NEC/022/2022

20-01-2024

THE PRINCIPAL,  
NANDHA ENGINEERING COLLEGE  
PERINTHURAI,  
TAMIL NADU

Sir

Sub: Agricultural Engineering -Shortlisted candidates for Internship-reg

Ref: Campus interview on 20-01-2024

We are glad to inform you that, the following candidates are shortlisted for Internship, on successful completion of internship they may be considered for suitable job.

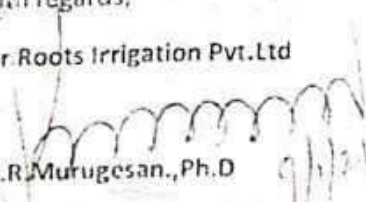
S.NO	REG.NO	NAME
1	20AG010	HARSHINI M
2	20AG012	INTHU M
3	20AG026	MEGALA P

We are planning to have Training in college for two days 21-01-21 and 22-01-24, kindly confirm.

Thanking you,

With regards,

For Roots Irrigation Pvt.Ltd



Dr. R. Murugesan., Ph.D

Managing Director,

ROOTS IRRIGATION PVT.LTD

ceo@rootsirrigation.com



March 06, 2024

To,

**Mr. Indresh,**

3/278 C, VIP Nagar, Neeli Road,

Ganapathipalayam,

Mangalam,

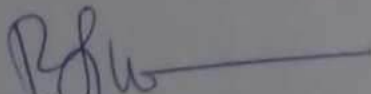
Tiruppur - 641663.

Dear **Mr. Indresh,**

With reference to the discussions we had with you on **February 26, 2024**, we are pleased to offer you an appointment in our company on the following terms and conditions:

1. Designation: ICC Trainee
2. Salary details:
  1. Your **CTC** will be **12864/-** (Rupees Twelve Thousand Eight Hundred Sixty Four Only)
3. Reporting: You will be reporting to the AGM - ICC
4. Place of Work: You will be placed at RndSoftech 274/4 Anna Private Industrial Estate, Vilankurichi Post, and Coimbatore- 641035. However, your services are transferable to any place in the country or abroad or to any of its associate or sister concern or its subsidiary, which may come up in the future at the sole discretion of the management.
4. Joining: The tentative date of joining will be **March 06, 2024**,
5. Training: You will be on training for a period of 5 months. The said training period will be extended further in case the same is considered necessary by the management. If your performance is considered satisfactory by the management you will be confirmed in the service of the company. Your services will be shifted internally to any process according to the requirements of the company from time to time.
6. Agreement: You will have to execute a service agreement with the company for 500 Days excluding the training period along with a Non-Disclosure Agreement.
7. You will not be eligible for any type of leave during your training period of 5 months.
8. This offer is valid for a time frame of 7 days from the date of issue. This offer will become invalid if any information provided by you is found to be untrue/incorrect.
9. Termination: Your services shall be terminated even during the training period of employment due to A) Inefficiency/non-satisfactory performance. B) Indiscipline/Misbehavior. C) If produced wrong/incorrect/false information.
10. Please sign and return duplicate copy of this letter through post or in person as of your acceptance of the terms and conditions mentioned herein on or before **March 06, 2024**,

For RND Softech Private Limited.



Assistant Manager - Talent Acquisition

**RND SOFTECH PRIVATE LIMITED**

S.F.No : 274/4, Anna Private Industrial Estate, Vilankurichi Road, Coimbatore - 641 035, India.

Tel : +91 85264 44408, 85264 44409, CIN : U72200TZ1998PTC008407, GSTIN : 33AABCR4136Q1Z5, IECN : 3899000099

Email : [info@rndsofttech.com](mailto:info@rndsofttech.com), Visit us at : [www.rndsofttech.com](http://www.rndsofttech.com)



# ROOTS Irrigation Private Limited

For Ultimate Water Conservation

Ref:RIPL/CBE/NEC/022/2022

20-01-2024

THE PRINCIPAL,  
NANDHA ENGINEERING COLLEGE,  
PERINTHURAL,  
TAMIL NADU

Sir,

Sub: Agricultural Engineering -Shortlisted candidates for Internship-reg

Ref: Campus interview on 20-01-2024.

We are glad to inform you that, the following candidates are shortlisted for Internship, on successful completion of internship they may be considered for suitable job.

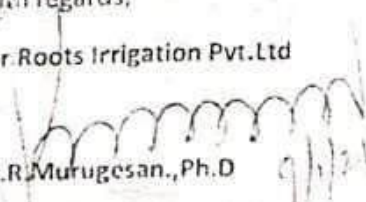
SL.NO	REG.NO	NAME
1	20AG010	HARSHINI M
2	20AG012	INTHU M
3	20AG026	MEGALA P

We are planning to have Training in college for two days 21-01-21 and 22-01-24, kindly confirm.

Thanking you,

With regards,

For Roots Irrigation Pvt.Ltd



Dr. R. Murugesan., Ph.D

Managing Director,

ROOTS IRRIGATION PVT.LTD

ceo@rootsirrigation.com



TAFE Access Limited  
Hydraulic Pump Division  
200, Sankar Road, Anaparthi, Chennai - 600 024  
Phone: 44 4228 2963 Fax: 44 4228 2964  
E-mail: [access@tafe.com](mailto:access@tafe.com)  
[www.tafe.com](http://www.tafe.com)

Ref:TAL/Pers/2023-24  
Date:11.03.2024

TO:  
The principal,  
Nandha Engineering college,  
Erode.

Dear Sir /Madam,  
Sub: shortlisted candidates for campus drive – Reg

This is inform you that we have shortlisted students from the branches of Agricultural engineering department as detail eel below

SL NO	NAME
1	MUKESH K
2	JAYAPANDI J
3	NILAVARASAN T
4	NITHISH S

On behalf of our management we extend our thankfulness for organising this event at your premises.

Please advise the above candidates to report the company after their completion of their exam in above mentioned address with all the certificates.

Thanking you  
For TAFE Access LTD

  
Authorised signatory





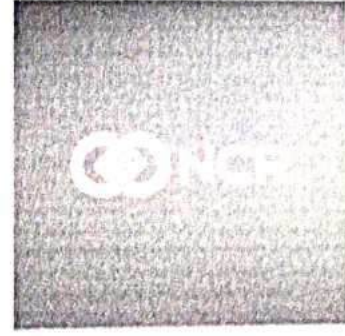
NCR Corporation India Pvt Ltd.,

14/1A, Mahindra World  
City, Veerapuram Village  
, Chengalpattu (Taluk), K  
anchipuram (District),  
Tamil Nadu - 603004, India.

Tel: +91-4466189999

Fax: +91-4466189797

www.ncr.com



Ref: NCR/IR/Campus/007/2024 Date:  
29<sup>th</sup> January 2024

**The Principal / Director Placoment  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu-638052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Agriculture Engineering Students, 15 Students are appeared for Written Test and out of which total 4 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

S.No	Register Number	Name (Initial at End)	College & Dept
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2	20AG014	KARTHIKEYAN Y	NEC - Agri
3	20AG027	MEHARAJ R	NEC - Agri
4	20AGL01	ADARSH D	NEC - Agri

Thanking  
You Yours Faithfully  
NCR Corporation India Pvt Ltd.,

*21/1/24*  
R.K. Saravanan  
Head - Employee/Labour Relations & HRBP

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560052, India.  
Tel: +91-80-30786900, Fax: +91-80-22257050



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/12/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Kavin S for the position of Engineer Trainee in the campus interview on 29.01.2023. Kindly inform the date of joining.

**FOR SAKTHI AUTO COMPONENT LIMITED**

**ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)**



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIAUTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J127



TO,

MR. KAVINESH R

22.01.2024

Dear

With reference to, your application and the subsequent interview held with us, we are pleased to appoint you as

G.A.T

subject to the

following:

#### TERMS AND CONDITIONS

1. You will be paid a stipend of Rs. 14,000/- p.m. and attendance incentive Rs.1,000. This appointment will be subject to your being found medically, physically and mentally fit.
2. You will be under training for a period of 24 months. If the management is not satisfied with your work and conduct, your services shall be terminated without notice at any time during or on completion of the Training period. This Training will be liable to such extension(s) as the management may deem fit in its sole discretion.
3. This appointment is further subject to verification of the particulars given by you on your application form. In case, any particular/particulars mentioned by you in the application for appointment found false or incorrect, your Service shall be terminated without any notice.
4. The management will expect you to work in the section in which you are placed with a high standard of discipline, initiative, efficiency and economy.



# DHAN Foundation

Building Institutions for Generations



HRM/CFL/TN/ERO/SAT/02/ 23-24  
15.03.2024

Mr. Kavinraj R  
S/o Ravi.N  
116,vadakku street,sellampalayam  
Ennamangalam(po),anthiyur(tk),  
Erode(Dt)  
Mobile: 9629914199

Dear Kavinraj R

With reference to your application and on the basis of our selection process therein, we are pleased to engage you as a Project Staff at DHAN Foundation for CFL Project in Sathyamangalam Block, Erode District and Adjacent Blocks of Thalavadi and Bhavanisagar, Tamil Nadu with effect from March 15, 2024 on the following terms and conditions:

1. You will be working on the project for a period of One year, subject to renewal on yearly basis purely at the discretion of the Management for the project period only.
2. During your project period, you will be given the salary details breakup as follows.

	Rs.
Pay	9,000
Employer's PF (12%)	1,080
Field Allowance	4,920
<b>Gross Pay</b>	<b>15,000</b>
Less: Employer's PF (12%) + Employee's PF (12%)	2,160
<b>Net Pay</b>	<b>12,840</b>

3. You will report to **Mr.P.Sivasubramanian, CFL – State Coordinator and Ms.G.Palaneeswari, Zonal Coordinator, Tamil Nadu.**
4. You will not be entitled to any other allowances, benefits or leave facilities other than the above except leave of 12 days as per leave rules of DHAN Foundation.
5. You will be entitled to claim actual official travel expenses incurred by you.
6. On completion of the Project period this appointment shall stand terminated automatically.
7. During the project period you shall discharge your duties conscientiously, faithfully, diligently and honestly.
8. You shall hold all information and documents obtained by you about and from DHAN Foundation during the project in strict confidence and not divulge the information or pass on the documents to anyone.
9. Your services as a project can be terminated prematurely at any time under the following Circumstances:-
  - 9.1 If in the opinion of the management
  - 9.1.1 Your performance is unsatisfactory
  - 9.1.2 You are guilty of misconduct or insubordination or any unlawful act
  - 9.1.3 Your actions are detrimental to the interests of the organization/ Project
  - 9.1.4 You are found to be unsuitable

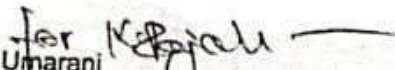
The decision of the management shall be final and binding on you on all these matters



10. DHAN Foundation is under no obligation to offer you employment after completion of your Project period.
11. During your project period you shall not engage in any other business, occupation or calling.
12. Income tax will be deducted at source as applicable.
13. If this offer is acceptable to you on the terms and conditions contained herein above, please return to us immediately the duplicate copy of this letter duly signed by you in token of your acceptance. Failure to communicate with us within two days of the date of this letter may result in lapse of this offer.

Looking forward to your association with DHAN Foundation.

Best,

  
A. Umarani  
Programme Leader

**ON OFFICE COPY AND DUPLICATE COPY ONLY**

I have carefully read the terms and conditions of this offer and these are acceptable to me. I shall join duty on \_\_\_\_\_ forenoon.

Place : \_\_\_\_\_

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

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

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

Address : \_\_\_\_\_

CC :

1. Mr.P.Sivasubramanian, CFL – State Coordinator
2. Ms.G.Palaneeswari, CFL – Zonal Coordinator
3. Accounts section, CFL
4. Centre for HRD
5. Administration Section, Central office
5. Centre for Finance

---

Phone 0452 – 2302518 and 23025519  
Email : [ghanfoundation@ghan.org](mailto:ghanfoundation@ghan.org)



# SAI IRRIGATION

116/1VivekanandherRoadVeerappampalaya  
mThindal(PO)  
Erode-638012

Date: 20/10/2023

Ref: SAI - 014 - 2023

**The Principal**  
**NANDHA ENGINEERING COLLEGE**  
**Perundurai, Erode, Tamil Nadu – 638052.**

Dear Sir / Madam,

**Reg : SAI IRRIGATION Campus Drive at NANDHA ENGINEERING COLLEGE**  
**Campus on 20<sup>th</sup> October 2023**

On Campus drive at your campus for Agriculture Engineering Students, A total of 7 Students are got selected and they will be paid CTC of Rs 12,500 per month from the date of joining, candidates will advise to report to our Erode office, the date will be communicated in due course.

The list of students are listed below

S.No	Reg.No	Name
1	20AG001	AGALYA S
2	20AG004	DHARANI B
3	20AG018	KAVITHA V
4	20AG032	NISHANTHINI S
5	20AG035	NOUVSHIKA E T
6	20AG036	PAVITHRA S
7	20AG042	RITHIKA T

  
For SAI IRRIGATION



## OFFER LETTER

**Dear KIRUBA**

We are happy to announce that you have been selected to fill the position of **TELECALLER**. You will be paid a stipend of **Rs.12,500.00** per month from the date of joining.

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.

**Best Wishes**

For Mobitech Wireless Solution Private Limited

A handwritten signature in black ink, appearing to read "F. Dhruv", with a small dot at the end.

Authorized Signatory



Ref No: MWSRC/2023/HR/025

01/08/2023

## OFFER LETTER

Dear Ms. KIRUTHIKA S

We are happy to announce that you have been selected to fill the position of **Project Coordinator**. You will be paid a CTC of Rs. 15,000 per month from the date of joining.

You will be on probation for a period of six months from the date of joining. On successful completion of probation, your service will be confirmed.

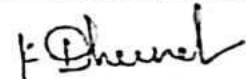
**Note:**

- 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-years mutual agreement will be inked on the "Date of joining".
- 3) The employee 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 certificates 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 MWS Research Centre



**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

# DHAN Foundation

Building Institutions for Generations



HRM/CFL/TN/ERO/SAT/07/ 23-24  
15.03.2024

Mr.Kowtheesh  
S/o Selvaraj.S  
13/10, Mondipulian kadu,  
Karumandisellipalayam, Perundurai.  
Erode(dt), perundurai (tk) 638052  
Mobile: 8489296382

Dear Kowtheesh

With reference to your application and on the basis of our selection process therein, we are pleased to engage you as a Project Staff at DHAN Foundation for CFL Project in Sathyamangalam Block, Erode District and Adjacent Blocks of Thalavadi and Bhavanisagar, Tamil Nadu with effect from March 15, 2024 on the following terms and conditions:

1. You will be working on the project for a period of One year, subject to renewal on yearly basis purely at the discretion of the Management for the project period only.
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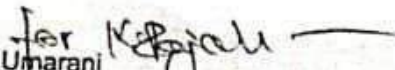
3. You will report to **Mr.P.Sivasubramanian, CFL – State Coordinator and Ms.G.Palaneeswari, Zonal Coordinator, Tamil Nadu.**
4. You will not be entitled to any other allowances, benefits or leave facilities other than the above except leave of 12 days as per leave rules of DHAN Foundation.
5. You will be entitled to claim actual official travel expenses incurred by you.
6. On completion of the Project period this appointment shall stand terminated automatically.
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9. Your services as a project can be terminated prematurely at any time under the following Circumstances:-
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  - 9.1.1 Your performance is unsatisfactory
  - 9.1.2 You are guilty of misconduct or insubordination or any unlawful act
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  - 9.1.4 You are found to be unsuitable

The decision of the management shall be final and binding on you on all these matters

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12. Income tax will be deducted at source as applicable.
13. If this offer is acceptable to you on the terms and conditions contained herein above, please return to us immediately the duplicate copy of this letter duly signed by you in token of your acceptance. Failure to communicate with us within two days of the date of this letter may result in lapse of this offer.

Looking forward to your association with DHAN Foundation.

Best,

  
A. Umarani  
Programme Leader

**ON OFFICE COPY AND DUPLICATE COPY ONLY**

I have carefully read the terms and conditions of this offer and these are acceptable to me. I shall join duty on \_\_\_\_\_ forenoon.

Place : \_\_\_\_\_

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

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

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

Address : \_\_\_\_\_

CC :

1. Mr.P.Sivasubramanian, CFL – State Coordinator
2. Ms.G.Palaneeswari, CFL – Zonal Coordinator
3. Accounts section, CFL
4. Centre for HRD
5. Administration Section, Central office
5. Centre for Finance

---

Phone 0452 – 2302518 and 23025519  
Email : [ghanfoundation@ghan.org](mailto:ghanfoundation@ghan.org)



Ref No: MWSRC/2023/HR/028

01/08/2023

## OFFER LETTER

Dear Ms. MALATHI K ,

We are happy to announce that you have been selected to fill the position of **Project Coordinator**. You will be paid a CTC of Rs. 15,000 per month from the date of joining.

You will be on probation for a period of six months from the date of joining. On successful completion of probation, your service will be confirmed.

**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.
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On behalf of the management, we welcome you to join hands and wish you an excellent career path.

**Best Wishes**

For MWS Research Centre



**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



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/13/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Manivasan K for the position of Engineer Trainee in the campus interview on 29.01.2023. Kindly inform the date of joining.

**FOR SAKTHI AUTO COMPONENT LIMITED**

**ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)**



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIAUTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



# ROOTS Irrigation Private Limited

For Ultimate Water Conservation

Ref:RIPL/CBE/NEC/022/2022

20-01-2024

THE PRINCIPAL,  
NANDHA ENGINEERING COLLEGE  
PERINTHURAI,  
TAMIL NADU

Sir

Sub: Agricultural Engineering -Shortlisted candidates for Internship-reg

Ref: Campus interview on 20-01-2024

We are glad to inform you that, the following candidates are shortlisted for Internship, on successful completion of internship they may be considered for suitable job.

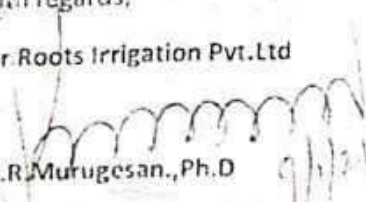
SL.NO	REG.NO	NAME
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2	20AG012	INTHU M
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We are planning to have Training in college for two days 21-01-21 and 22-01-24, kindly confirm.

Thanking you,

With regards,

For Roots Irrigation Pvt.Ltd



Dr. R. Murugesan., Ph.D

Managing Director,

ROOTS IRRIGATION PVT.LTD

ceo@rootsirrigation.com



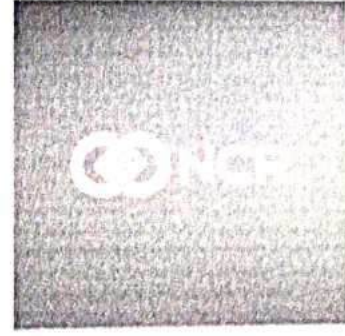
NCR Corporation India Pvt Ltd.,

14/1A, Mahindra World  
City, Veerapuram Village  
, Chengalpattu (Taluk), K  
anchipuram (District),  
Tamil Nadu - 603004, India.

Tel: +91-4466189999

Fax: +91-4466189797

www.ncr.com



Ref: NCR/IR/Campus/007/2024 Date:  
29<sup>th</sup> January 2024

**The Principal / Director Placoment  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu-638052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Agriculture Engineering Students, 15 Students are appeared for Written Test and out of which total 4 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

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3	20AG027	MEHARAJ R	NEC - Agri
4	20AGL01	ADARSH D	NEC - Agri

Thanking  
You Yours Faithfully  
NCR Corporation India Pvt Ltd.,

*21/1/24*  
R.K. Saravanan  
Head - Employee/Labour Relations & HRBP

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560052, India.  
Tel: +91-80-30786900, Fax: +91-80-22257050



TAFE Access Limited  
Hydraulic Pump Division  
200, Sankar Road, Anaparthi, Chennai - 600 024  
Phone: 44 4228 2963 Fax: 44 4228 2964  
E-mail: [access@tafe.com](mailto:access@tafe.com)  
[www.tafe.com](http://www.tafe.com)

Ref:TAL/Pers/2023-24  
Date:11.03.2024

TO:  
The principal,  
Nandha Engineering college,  
Erode.

Dear Sir /Madam,  
Sub: shortlisted candidates for campus drive – Reg

This is inform you that we have shortlisted students from the branches of Agricultural engineering department as detail eel below

SL NO	NAME
1	MUKESH K
2	JAYAPANDI J
3	NILAVARASAN T
4	NITHISH S

On behalf of our management we extend our thankfulness for organising this event at your premises.

Please advise the above candidates to report the company after their completion of their exam in above mentioned address with all the certificates.

Thanking you  
For TAFE Access LTD

  
Authorised signatory







TAFE Access Limited  
Hydraulic Pump Division  
200, Sankar Road, Anaparthi, Chennai - 600 024  
Phone: 44 4228 2963 Fax: 44 4228 2964  
E-mail: [access@tafe.com](mailto:access@tafe.com)  
[www.tafe.com](http://www.tafe.com)

Ref:TAL/Pers/2023-24  
Date:11.03.2024

TO:  
The principal,  
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Thanking you  
For TAFE Access LTD

  
Authorised signatory





# SAI IRRIGATION

116/1VivekanandherRoadVeerappampalaya  
mThindal(PO)  
Erode-638012

Date: 20/10/2023

Ref: SAI - 014 - 2023

**The Principal**  
**NANDHA ENGINEERING COLLEGE**  
**Perundurai, Erode, Tamil Nadu – 638052.**

Dear Sir / Madam,

**Reg : SAI IRRIGATION Campus Drive at NANDHA ENGINEERING COLLEGE**  
**Campus on 20<sup>th</sup> October 2023**

On Campus drive at your campus for Agriculture Engineering Students, A total of 7 Students are got selected and they will be paid CTC of Rs 12,500 per month from the date of joining, candidates will advise to report to our Erode office, the date will be communicated in due course.

The list of students are listed below

S.No	Reg.No	Name
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4	20AG032	NISHANTHINI S
5	20AG035	NOUVSHIKA E T
6	20AG036	PAVITHRA S
7	20AG042	RITHIKA T

  
For SAI IRRIGATION



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

Ref:TAL/Pers/2023-24  
Date:11.03.2024

TO:  
The principal,  
Nandha Engineering college,  
Erode.

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Please advise the above candidates to report the company after their completion of their exam in above mentioned address with all the certificates.

Thanking you  
For TAFE Access LTD

  
Authorised signatory





March 06, 2024

To,

**Ms. Nivashini Sakthivel,**

104, Poiyarikanni,

Anthiyur Taluk,

Bhavani,

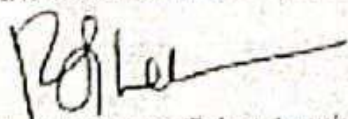
Erode - 638501.

Dear Ms. Nivashini Sakthivel,

With reference to the discussions we had with you on February 26, 2024, we are pleased to offer you an appointment in our company on the following terms and conditions:

1. Designation: ICC Trainee
2. Salary details:
  1. Your CTC will be 128644 (Rupees Twelve Thousand Eight Hundred Sixty Four Only)
3. Reporting: You will be reporting to the AGM - ICC
4. Place of Work: You will be placed at Rnd Softech 274/4 Anna Private Industrial Estate, Vilankurichi Post, and Coimbatore- 641035. However, your services are transferable to any place in the country or abroad or to any of its associate or sister concern or its subsidiary, which may come up in the future at the sole discretion of the management.
4. Joining: The tentative date of joining will be March 06, 2024.
5. Training: You will be on training for a period of 5 months. The said training period will be extended further in case the same is considered necessary by the management. If your performance is considered satisfactory by the management you will be confirmed in the service of the company. Your services will be shifted internally to any process according to the requirements of the company from time to time.
6. Agreement: You will have to execute a service agreement with the company for 500 Days excluding the training period along with a Non-Disclosure Agreement.
7. You will not be eligible for any type of leave during your training period of 5 months.
8. This offer is valid for a time frame of 7 days from the date of issue. This offer will become invalid if any information provided by you is found to be untrue or incorrect.
9. Termination: Your services shall be terminated even during the training period of employment due to  
A) Inefficiency non-satisfactory performance. B) Indiscipline Misbehavior. C) If produced wrong incorrect false information.
10. Please sign and return duplicate copy of this letter through post or in person as of your acceptance of the terms and conditions mentioned herein on or before March 06, 2024.

For RND Softech Private Limited.



Assistant Manager - Talent Acquisition

**RND SOFTECH PRIVATE LIMITED**

S.F.No : 274/4, Anna Private Industrial Estate, Vilankurichi Road, Coimbatore - 641 035, India.

Tel : +91 85264 44408, 85264 44409, CIN : U72200TZ1998PTC008407, GSTIN : 33AABCR4136Q1Z5, IECN : 3899000099

Email : [Info@rndsoftech.com](mailto:Info@rndsoftech.com), Visit us at : [www.rndsoftech.com](http://www.rndsoftech.com)





# SAI IRRIGATION

116/1VivekanandherRoadVeerappampalaya  
mThindal(PO)  
Erode-638012

Date: 20/10/2023

Ref: SAI - 014 - 2023

**The Principal**  
**NANDHA ENGINEERING COLLEGE**  
**Perundurai, Erode, Tamil Nadu – 638052.**

Dear Sir / Madam,

**Reg : SAI IRRIGATION Campus Drive at NANDHA ENGINEERING COLLEGE**  
**Campus on 20<sup>th</sup> October 2023**

On Campus drive at your campus for Agriculture Engineering Students, A total of 7 Students are got selected and they will be paid CTC of Rs 12,500 per month from the date of joining, candidates will advise to report to our Erode office, the date will be communicated in due course.

The list of students are listed below

S.No	Reg.No	Name
1	20AG001	AGALYA S
2	20AG004	DHARANI B
3	20AG018	KAVITHA V
4	20AG032	NISHANTHINI S
5	20AG035	NOUVSHIKA E T
6	20AG036	PAVITHRA S
7	20AG042	RITHIKA T

  
For SAI IRRIGATION





# SAI IRRIGATION

116/1VivekanandherRoadVeerappampalaya  
mThindal(PO)  
Erode-638012

Date: 20/10/2023

Ref: SAI - 014 - 2023

**The Principal  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638052.**

Dear Sir / Madam,

**Reg : SAI IRRIGATION Campus Drive at NANDHA ENGINEERING COLLEGE  
Campus on 20<sup>th</sup> October 2023**

On Campus drive at your campus for Agriculture Engineering Students, A total of 7 Students are got selected and they will be paid CTC of Rs 12,500 per month from the date of joining, candidates will advise to report to our Erode office, the date will be communicated in due course.

The list of students are listed below

S.No	Reg.No	Name
1	20AG001	AGALYA S
2	20AG004	DHARANI B
3	20AG018	KAVITHA V
4	20AG032	NISHANTHINI S
5	20AG035	NOUVSHIKA E T
6	20AG036	PAVITHRA S
7	20AG042	RITHIKA T

  
For SAI IRRIGATION



## **OFFER LETTER**

**Dear POOJA M**

We are happy to announce that you have been selected to fill the position of **TELECALLER**. You will be paid a stipend of **Rs.12,500.00** per month from the date of joining.

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.

**Best Wishes**

**For Mobitech Wireless Solution Private Limited**

A handwritten signature in black ink, appearing to read 'F. Dhruv', is written over a faint circular stamp.

**Authorized Signatory**



## OFFER LETTER

**Dear A.R.PREETHA**

We are happy to announce that you have been selected to fill the position of **TELECALLER**. You will be paid a stipend of **Rs.12,500.00** per month from the date of joining.

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.

**Best Wishes**

For Mobitech Wireless Solution Private Limited

A handwritten signature in black ink, appearing to read "F. Dhruv", is written over a faint, circular official stamp.

Authorized Signatory



## OFFER LETTER

Dear **PRIYANKA S**

We are happy to announce that you have been selected to fill the position of **TELECALLER**. You will be paid a stipend of **Rs.12,500.00** per month from the date of joining.

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.

**Best Wishes**

For Mobitech Wireless Solution Private Limited

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

Authorized Signatory



REF NO #

Issued on: 13-10-2023

Dear Raja

**Sub: Letter of Intent**

Welcome to Sevikatech,

We are pleased to offer the role of Process Associate to you for which you interviewed with us.

You have been fixed a net salary of Rs 15,000 Per Month and your date of joining will be 16-10-2023. The compensation and other benefits that you would be entitled to are stated in the enclosure with this letter. We request you to go through the same return the enclosed duplicate copy of this letter in acceptance of the same.

We will be issuing your appointment letter on the date of joining with all the details in it.

The role, in which you join us, is a very important one which will entail dealing with important and sensitive information and such other matters of the company. You will, therefore, be required to sign Non-Disclosure Agreement of our company at the time of your joining the organization.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Sevika Tech Private Limited,

  
Cynthia



Senior HR - Human Resources



01/08/2023

## OFFER LETTER

**Dear Mr.Ravi Pravin P**

We are happy to announce that you have been selected to fill the position of **Business Development Executive**. You will be paid a stipend of **Rs.12,500.00** (Twelve thousand five hundred) per month from the date of joining ( **04/08/2023**).

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 confirmation of service you are eligible for following pay structure

SALARY STRUCTURE	
COMPONENTS	ANNUAL
BASIC + DA	₹ 1,12,140
HRA	₹ 48,060
FOOD ALLOWANCE*	₹ 36,000
TRAVEL ALLOWANCE	₹36,000
ACCOMODATION*	₹24,000
GRATUITY	₹ 5,388
INSURANCE	₹ 3,942
TOTAL	₹ 2,65,530.00

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

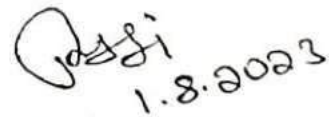


K.DHEVENDHIRAN

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



# SAI IRRIGATION

116/1VivekanandherRoadVeerappampalaya  
mThindal(PO)  
Erode-638012

Date: 20/10/2023

Ref: SAI - 014 - 2023

**The Principal**  
**NANDHA ENGINEERING COLLEGE**  
**Perundurai, Erode, Tamil Nadu – 638052.**

Dear Sir / Madam,

**Reg : SAI IRRIGATION Campus Drive at NANDHA ENGINEERING COLLEGE**  
**Campus on 20<sup>th</sup> October 2023**

On Campus drive at your campus for Agriculture Engineering Students, A total of 7 Students are got selected and they will be paid CTC of Rs 12,500 per month from the date of joining, candidates will advise to report to our Erode office, the date will be communicated in due course.

The list of students are listed below

S.No	Reg.No	Name
1	20AG001	AGALYA S
2	20AG004	DHARANI B
3	20AG018	KAVITHA V
4	20AG032	NISHANTHINI S
5	20AG035	NOUVSHIKA E T
6	20AG036	PAVITHRA S
7	20AG042	RITHIKA T

  
For SAI IRRIGATION



March 06, 2024

**Rndsoft**  
An ISO Certified Company

To,

Ms. Selinprincy A,

No: 777A, Erode Main Road,

Navalar Nagar,

Kavindapadi,

Erode - 638455.

Dear Ms. Selinprincy A,

With reference to the discussions we had with you on February 26, 2024, we are pleased to offer you an appointment in our company on the following terms and conditions.

1. Designation: RND - Entry Level
2. Salary details.
  1. Your CTC will be 15055/- (Rupees Fifteen Thousand Fifty Five Only)
3. Reporting: You will be reporting to the AGM - ICC
4. Place of Work: You will be placed at Rnd Softech, 274/4 Anna Private Industrial Estate, Vilankurichi Post, and Coimbatore- 641035. However, your services are transferable to any place in the country or abroad or to any of its associate or sister concern or its subsidiary, which may come up in the future at the sole discretion of the management.
4. Joining: The tentative date of joining will be March 06, 2024.
5. Training: You will be on training for a period of 5 months. The said training period will be extended further in case the same is considered necessary by the management. If your performance is considered satisfactory by the management you will be confirmed in the service of the company. Your services will be shifted internally to any process according to the requirements of the company from time to time.
6. Agreement: You will have to execute a service agreement with the company for 365 Days excluding the training period along with a Non-Disclosure Agreement.
7. You will not be eligible for any type of leave during your training period of 5 months.
8. This offer is valid for a time frame of 7 days from the date of issue. This offer will become invalid if any information provided by you is found to be untrue/incorrect.
9. Termination: Your services shall be terminated even during the training period of employment due to  
A) Inefficiency/non-satisfactory performance. B) Indiscipline Misbehavior. C) If produced wrong/incorrect/false information.
10. Please sign and return duplicate copy of this letter through post or in person as of your acceptance of the terms and conditions mentioned herein on or before March 06, 2024.

For RND Softech Private Limited.

Assistant Manager - Talent Acquisition

**RND SOFTECH PRIVATE LIMITED**

S.F.No : 274/4, Anna Private Industrial Estate, Vilankurichi Road, Coimbatore - 641 035, India.

Tel : +91 85264 44408, 85264 44409, CIN : U72200TZ1998PTC008407, GSTIN : 33AAABCR4136Q1Z5, IECN : 38990000

Email : [info@rndsoftech.com](mailto:info@rndsoftech.com), Visit us at : [www.rndsoftech.com](http://www.rndsoftech.com)



March 06, 2024

**Rndsoft**  
An ISO Certified Company

To,

Ms. Soniya V  
D/o S.K.Vijaya kumar  
D/No: 787 , T.B Road, Sankari,  
Salem ( D.T ) 637301

Dear Soniya V

With reference to the discussions we had with you on February 26, 2024, we are pleased to offer you an appointment in our company on the following terms and conditions.

1. Designation: RND - Entry Level
2. Salary details.
  1. Your CTC will be 15055/- (Rupees Fifteen Thousand Fifty Five Only)
3. Reporting: You will be reporting to the AGM - ICC
4. Place of Work: You will be placed at Rnd Softech 274/4 Anna Private Industrial Estate, Vilankurichi Post, and Coimbatore- 641035. However, your services are transferable to any place in the country or abroad or to any of its associate or sister concern or its subsidiary, which may come up in the future at the sole discretion of the management.
4. Joining: The tentative date of joining will be March 06, 2024.
5. Training: You will be on training for a period of 5 months. The said training period will be extended further in case the same is considered necessary by the management. If your performance is considered satisfactory by the management you will be confirmed in the service of the company. Your services will be shifted internally to any process according to the requirements of the company from time to time.
6. Agreement: You will have to execute a service agreement with the company for 365 Days excluding the training period along with a Non-Disclosure Agreement.
7. You will not be eligible for any type of leave during your training period of 5 months.
8. This offer is valid for a time frame of 7 days from the date of issue. The offer will become invalid if any information provided by you is found to be untrue/incorrect.
9. Termination: Your services shall be terminated even during the training period of employment due to  
A) Inefficiency/non-satisfactory performance. B) Indiscipline Misbehavior. C) If produced wrong/incorrect/false information.
10. Please sign and return duplicate copy of this letter through post or in person as of your acceptance of the terms and conditions mentioned herein on or before March 06, 2024.

For RND Softech Private Limited.

Assistant Manager - Talent Acquisition

**RND SOFTECH PRIVATE LIMITED**

S.F.No : 274/4, Anna Private Industrial Estate, Vilankurichi Road, Coimbatore - 641 035, India.

Tel : +91 85264 44408, 85264 44409, CIN : U72200TZ1998PTC008407, GSTIN : 33AABCR4136Q1Z5, IECN : 38990000

Email : [info@rndsoftech.com](mailto:info@rndsoftech.com), Visit us at : [www.rndsoftech.com](http://www.rndsoftech.com)



# DHAN Foundation

Building Institutions for Generations



HRM/CFL/TN/ERO/SAT/20/ 23-24  
15.03.2024

Ms. Swetha N  
D/o G.B.Natarajan  
5/28,Thulukkaviduthi (north)  
Avanan(post)  
peravurani (Tk) Thanjavur (DT)  
614623  
Mobile: 8270446047

Dear Swetha N

With reference to your application and on the basis of our selection process therein, we are pleased to engage you as a Project Staff at DHAN Foundation for CFL Project in Sathyamangalam Block, Erode District and Adjacent Blocks of Thalavadi and Bhavanisagar, Tamil Nadu with effect from March 15, 2024 on the following terms and conditions:

1. You will be working on the project for a period of One year, subject to renewal on yearly basis purely at the discretion of the Management for the project period only.
2. During your project period, you will be given the salary details breakup as follows.

	Rs.
Pay	9,000
Employer's PF (12%)	1,080
Field Allowance	4,920
<b>Gross Pay</b>	<b>15,000</b>
Less: Employer's PF (12%) + Employee's PF (12%)	2,160
<b>Net Pay</b>	<b>12,840</b>

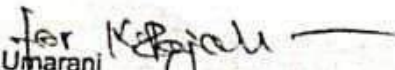
3. You will report to **Mr.P.Sivasubramanian, CFL – State Coordinator and Ms.G.Palaneeswari, Zonal Coordinator, Tamil Nadu.**
4. You will not be entitled to any other allowances, benefits or leave facilities other than the above except leave of 12 days as per leave rules of DHAN Foundation.
5. You will be entitled to claim actual official travel expenses incurred by you.
6. On completion of the Project period this appointment shall stand terminated automatically.
7. During the project period you shall discharge your duties conscientiously, faithfully, diligently and honestly.
8. You shall hold all information and documents obtained by you about and from DHAN Foundation during the project in strict confidence and not divulge the information or pass on the documents to anyone.
9. Your services as a project can be terminated prematurely at any time under the following Circumstances:-
  - 9.1 If in the opinion of the management
    - 9.1.1 Your performance is unsatisfactory
    - 9.1.2 You are guilty of misconduct or insubordination or any unlawful act
    - 9.1.3 Your actions are detrimental to the interests of the organization/ Project
    - 9.1.4 You are found to be unsuitable

The decision of the management shall be final and binding on you on all these matters

10. DHAN Foundation is under no obligation to offer you employment after completion of your Project period.
11. During your project period you shall not engage in any other business, occupation or calling.
12. Income tax will be deducted at source as applicable.
13. If this offer is acceptable to you on the terms and conditions contained herein above, please return to us immediately the duplicate copy of this letter duly signed by you in token of your acceptance. Failure to communicate with us within two days of the date of this letter may result in lapse of this offer.

Looking forward to your association with DHAN Foundation.

Best,

  
A. Umarani  
Programme Leader

**ON OFFICE COPY AND DUPLICATE COPY ONLY**

I have carefully read the terms and conditions of this offer and these are acceptable to me. I shall join duty on \_\_\_\_\_ forenoon.

Place : \_\_\_\_\_

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

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

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

Address : \_\_\_\_\_

CC :

1. Mr.P.Sivasubramanian, CFL – State Coordinator
2. Ms.G.Palaneeswari, CFL – Zonal Coordinator
3. Accounts section, CFL
4. Centre for HRD
5. Administration Section, Central office
5. Centre for Finance

Phone 0452 – 2302518 and 23025519  
Email : [ghanfoundation@ghan.org](mailto:ghanfoundation@ghan.org)



# DHAN Foundation

Building Institutions for Generations



HRM/CFL/TN/ERO/KOD/-03/ 23-24  
15.03.2024

Ms.R.Swetha  
D/o R.Ramesh  
Puthuvinaagar Nagar  
Savdipalyam Pudur  
Nanjaiuthukuli post  
Erode 638104  
Tamil Nadu  
Mobile: 9080683306

Dear Swetha,

With reference to your application and on the basis of our selection process therein, we are pleased to engage you as a Project Staff at DHAN Foundation for CFL Project in Kodumudi Block (Erode District) and Adjacent Blocks of Chennimalai and Modakurichi, Tamil Nadu with effect from March 15, 2024 on the following terms and conditions:

1. You will be working on the project for a period of One year, subject to renewal on yearly basis purely at the discretion of the Management for the project period only.
2. During your project period, you will be given the salary details breakup as follows.

	Rs.
Pay	9,000
Employer's PF (12%)	1,080
Field Allowance	4,920
<b>Gross Pay</b>	<b>15,000</b>
Less: Employer's PF (12%) + Employee's PF (12%)	2,160
<b>Net Pay</b>	<b>12,840</b>

3. You will report to **Mr.P.Sivasubramanian, CFL – State Coordinator and Ms.G.Palaneeswari, Zonal Coordinator, Tamil Nadu.**
4. You will not be entitled to any other allowances, benefits or leave facilities other than the above except leave of 12 days as per leave rules of DHAN Foundation.
5. You will be entitled to claim actual official travel expenses incurred by you.
6. On completion of the Project period this appointment shall stand terminated automatically.
7. During the project period you shall discharge your duties conscientiously, faithfully, diligently and honestly.
8. You shall hold all information and documents obtained by you about and from DHAN Foundation during the project in strict confidence and not divulge the information or pass on the documents to anyone.
9. Your services as a project can be terminated prematurely at any time under the following Circumstances:-
  - 9.1 If in the opinion of the management
  - 9.1.1 Your performance is unsatisfactory
  - 9.1.2 You are guilty of misconduct or insubordination or any unlawful act
  - 9.1.3 Your actions are detrimental to the interests of the organization/ Project
  - 9.1.4 You are found to be unsuitable

The decision of the management shall be final and binding on you on all these matters.

01/08/2023

## OFFER LETTER

Dear Ms. Varsnica B

We are happy to announce that you have been selected to fill the position of **Feedback Telecaller**. You will be paid a stipend of **Rs.12,500.00** (Twelve thousand five hundred) per month from the date of joining ( **04/08/2023**).

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 confirmation of service you are eligible for following pay structure

SALARY STRUCTURE	
COMPONENTS	ANNUAL
BASIC + DA	₹ 1,12,140.00
HRA	₹ 48,060.00
FOOD ALLOWANCE*	NIL
TRAVEL ALLOWANCE	NIL
ACCOMODATION*	NIL
GRATUITY	₹ 5,388.00
INSURANCE	₹ 3942.00
TOTAL	₹ 1,69,530.00

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



Ref No: MWSRC/2023/HR/023

01/08/2023

**OFFER LETTER**

Dear Ms. VIDHYASHREE G,

We are happy to announce that you have been selected to fill the position of **Project Coordinator**. You will be paid a CTC of Rs. 15,000 per month from the date of joining.

You will be on probation for a period of six months from the date of joining. On successful completion of probation, your service will be confirmed.

**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-years mutual agreement will be inked on the "Date of joining".
- 3) The employee 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 certificates 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 MWS Research Centre



**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

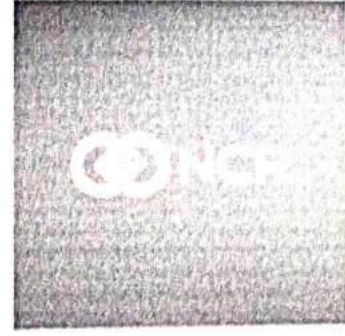
NCR Corporation India Pvt Ltd.,

14/1A, Mahindra World  
City, Veerapuram Village  
, Chengalpattu (Taluk), K  
anchipuram (District),  
Tamil Nadu - 603004, India.

Tel: +91-4466189999

Fax: +91-4466189797

www.ncr.com



Ref: NCR/IR/Campus/007/2024 Date:  
29<sup>th</sup> January 2024

**The Principal / Director Placoment  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu-638052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Agriculture Engineering Students, 15 Students are appeared for Written Test and out of which total 4 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

S.No	Register Number	Name (Initial at End)	College & Dept
1	20AG009	HARISH R	NEC - Agri
2	20AG014	KARTHIKEYAN Y	NEC - Agri
3	20AG027	MEHARAJ R	NEC - Agri
4	20AGL01	ADARSH D	NEC - Agri

Thanking  
You Yours Faithfully  
NCR Corporation India Pvt Ltd.,

*21/1/24*  
R.K. Saravanan  
Head - Employee/Labour Relations & HRBP

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560052, India.  
Tel: +91-80-30786900, Fax: +91-80-22257050

# DHAN Foundation

Building Institutions for Generations



HRM/CFL/TN/ERO/SAT/05/ 23-24  
15.03.2024

Ms.K.Mounika  
D/o K.Krishnan  
2/7A, Vengayakan Palayam  
Madhurakaliamman Nagar  
Madham Palayam post  
Puliampatti, Sathyamangalam TK  
Erode District  
Tamil Nadu 638459  
Mobile: 9361286006

Dear Mounika,

With reference to your application and on the basis of our selection process therein, we are pleased to engage you as a Project Staff at DHAN Foundation for CFL Project in Sathyamangalam Block, Erode District and Adjacent Blocks of Thalavadi and Bhavanisagar, Tamil Nadu with effect from March 15, 2024 on the following terms and conditions:

1. You will be working on the project for a period of One year, subject to renewal on yearly basis purely at the discretion of the Management for the project period only.
2. During your project period, you will be given the salary details breakup as follows.

	Rs.
Pay	9,000
Employer's PF (12%)	1,080
Field Allowance	4,920
<b>Gross Pay</b>	<b>15,000</b>
Less: Employer's PF (12%) + Employee's PF (12%)	2,160
<b>Net Pay</b>	<b>12,840</b>

3. You will report to **Mr.P.Sivasubramanian, CFL – State Coordinator and Ms.G.Palaneeswari, Zonal Coordinator, Tamil Nadu.**
4. You will not be entitled to any other allowances, benefits or leave facilities other than the above except leave of 12 days as per leave rules of DHAN Foundation.
5. You will be entitled to claim actual official travel expenses incurred by you.
6. On completion of the Project period this appointment shall stand terminated automatically.
7. During the project period you shall discharge your duties conscientiously, faithfully, diligently and honestly.
8. You shall hold all information and documents obtained by you about and from DHAN Foundation during the project in strict confidence and not divulge the information or pass on the documents to anyone.
9. Your services as a project can be terminated prematurely at any time under the following Circumstances:-
  - 9.1 If in the opinion of the management
  - 9.1.1 Your performance is unsatisfactory
  - 9.1.2 You are guilty of misconduct or insubordination or any unlawful act
  - 9.1.3 Your actions are detrimental to the interests of the organization/ Project
  - 9.1.4 You are found to be unsuitable

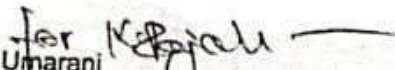
The decision of the management shall be final and binding on you on all these matters



10. DHAN Foundation is under no obligation to offer you employment after completion of your Project period.
11. During your project period you shall not engage in any other business, occupation or calling.
12. Income tax will be deducted at source as applicable.
13. If this offer is acceptable to you on the terms and conditions contained herein above, please return to us immediately the duplicate copy of this letter duly signed by you in token of your acceptance. Failure to communicate with us within two days of the date of this letter may result in lapse of this offer.

Looking forward to your association with DHAN Foundation.

Best,

  
A. Umarani  
Programme Leader

**ON OFFICE COPY AND DUPLICATE COPY ONLY**

I have carefully read the terms and conditions of this offer and these are acceptable to me. I shall join duty on \_\_\_\_\_ forenoon.

Place : \_\_\_\_\_

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

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

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

Address : \_\_\_\_\_

CC :

1. Mr.P.Sivasubramanian, CFL – State Coordinator
2. Ms.G.Palaneeswari, CFL – Zonal Coordinator
3. Accounts section, CFL
4. Centre for HRD
5. Administration Section, Central office
5. Centre for Finance

Phone 0452 – 2302518 and 23025519  
Email : [ghanfoundation@ghan.org](mailto:ghanfoundation@ghan.org)



# DHAN Foundation

Building Institutions for Generations



HRM/CFL/TN/ERO/SAT/06/23-24  
15.03.2024

Mr. Mugil M  
S/o Mathyalagan M  
SALEM (D.T), THALAIVASAL(T.K)  
636121  
Mobile: 7709993339

Dear Mugil M

With reference to your application and on the basis of our selection process therein, we are pleased to engage you as a Project Staff at DHAN Foundation for CFL Project in Sathyamangalam Block, Erode District and Adjacent Blocks of Thalavadi and Bhavanisagar, Tamil Nadu with effect from March 15, 2024 on the following terms and conditions:

1. You will be working on the project for a period of One year, subject to renewal on yearly basis purely at the discretion of the Management for the project period only.
2. During your project period, you will be given the salary details breakup as follows.

	Rs.
Pay	9,000
Employer's PF (12%)	1,080
Field Allowance	4,920
<b>Gross Pay</b>	<b>15,000</b>
Less: Employer's PF (12%) + Employee's PF (12%)	2,160
<b>Net Pay</b>	<b>12,840</b>

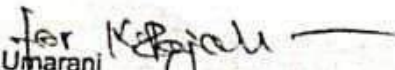
3. You will report to **Mr.P.Sivasubramanian, CFL – State Coordinator and Ms.G.Palaneeswari, Zonal Coordinator, Tamil Nadu.**
4. You will not be entitled to any other allowances, benefits or leave facilities other than the above except leave of 12 days as per leave rules of DHAN Foundation.
5. You will be entitled to claim actual official travel expenses incurred by you.
6. On completion of the Project period this appointment shall stand terminated automatically.
7. During the project period you shall discharge your duties conscientiously, faithfully, diligently and honestly.
8. You shall hold all information and documents obtained by you about and from DHAN Foundation during the project in strict confidence and not divulge the information or pass on the documents to anyone.
9. Your services as a project can be terminated prematurely at any time under the following Circumstances:-
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The decision of the management shall be final and binding on you on all these matters

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Looking forward to your association with DHAN Foundation.

Best,

  
A. Umarani  
Programme Leader

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Place : \_\_\_\_\_ Signature : \_\_\_\_\_  
Date : \_\_\_\_\_ Name : \_\_\_\_\_  
Address :

CC :

1. Mr.P.Sivasubramanian, CFL – State Coordinator
2. Ms.G.Palaneeswari, CFL – Zonal Coordinator
3. Accounts section, CFL
4. Centre for HRD
5. Administration Section, Central office
5. Centre for Finance

---

Phone 0452 – 2302518 and 23025519  
Email : [ghanfoundation@ghan.org](mailto:ghanfoundation@ghan.org)

## Letter of Intent

**Date: - 12/2/2024**

**Dear:-Aaliya Thaslim F**

**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 (here in after 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 through out 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 - 560 098, Tel: +91 86325 78003

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

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 800 097, Tel:+91 044 2433 1235

**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 546 837 0837



## 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 **18Months** 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 **1stJan-31stDec** 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 on boarding 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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## Annexure-A

Basic	6294
House Rent Allowance	3147
Conveyance Allowance	0
Medical Reimbursement	0
Piece Rate Incentives	3933
VPLI	2360
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PFE employee	755
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PF Employer	755
Total Employer Contribution	1266
<b>Monthly CTC</b>	<b>17000</b>
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State	Amount in INR
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Telangana	150/Month
TamilNadu	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.

**Aaliya Thaslim F**

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## Letter of Intent

**Date: - 12/2/2024**

**Dear:-Aathi Sri S S**

**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 (here in after 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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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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## Terms & Conditions

### Training

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### Tenure Commitment

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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.

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With best wishes,

*Gokulakannan S*

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

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## Letter of Intent

**Date: - 12/2/2024**

**Dear:-Abishek M**

**College:-Nandha Group of Institutions**

**Department: - Medical Coding**

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*Gokulakannan S*

**Gokulakannan S,  
Manager-Human Resources  
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**Abishek M**

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**Appointment letter**

Date – 12-APR-2024

Place – Karur

Dear ABISHEK S

Permanent Emp.ID 2079

Congratulations!

This letter confirms your appointment as a permanent employee in Objectways Technologies.

We refer to our meetings with you. We were impressed with your performance and enthusiasm and believe that you would be an asset to our organization.

You are designated as **Analyst** at **Karur**. The broad terms and conditions of employment are annexed hereto in Annexure A to this appointment letter. We would be delighted if you would join as part of the team, which builds and develops Objectways, and are confident that the relationship will be mutually beneficial. We hope that you find this opportunity to be stimulating as well as rewarding and we look forward to working with you.

We hope that you find the terms acceptable. Should you decide to accept this offer, please sign the duplicate copy of the letter enclosed herewith, as acceptance of the offer contained herein, and return the same to us at the earliest. Your date of joining is 31 JAN 2024, and as a permanent employee effective from 01<sup>st</sup> APRIL 2024.

Please feel free to contact me with any queries that you may have by e-mail at [hrm@objectways.com](mailto:hrm@objectways.com)

Best wishes,



Authorized Signatory.



## **ANNEXURE - I**

### **Terms and Conditions of Employment**

The following are the broad terms and conditions of employment offered by Objectways (hereinafter referred to as "Organization"). By signing and accepting this letter, you represent and warrant to the Organization that you are under no contractual commitments inconsistent with any or all of your obligations to and on behalf of the organization. This letter and its terms shall come into force and effect on the date of your signing and confirming your acceptance. Your appointment will be effective from the date of joining.

#### **1. Probation**

Initially, you will be on probation for a period of 90 days from the date of your joining and the said period of probation is liable to be extended by another 3 months or more purely at the discretion of the management. That during or at the expiry of the said period of probation or the extended period of probation, the management shall have the right to terminate your services without any notice or without assigning any reasons. That you shall continue on probation till your services are confirmed in writing the management.

During the Probation Period, you are not allowed to resign. If you resign within 3 months, that month's salary will not be provided. On satisfactory completion of the probation period or extended probation period, you will be confirmed in service.

The Background Verification is not satisfied within the probation period, then the employee will be terminated immediately.

#### **2. Rules and Regulations**

You will abide by the Rules and Regulations of the organization and the policies notified and in force in the company or which will be notified and made in force from time-to-time and the Organization shall have the right to vary, delete or modify any or all of these terms and conditions of service which shall be binding on you.

#### **3. Postings and Timings**

Your posting will be at **Karur**. However, your services are transferable to any other place (in India or abroad) in any office of the company or to any subsidiary or associate organization, whether currently existing or incorporating in future. You will be expected to attend the office during the working hours / shifts as may be decided by the organization. The working hours / shifts could be changed periodically depending on the work process requirements.

#### **4. Salary, Benefits and Taxes**

The break-up attached is in line with the current allowances / reimbursement structure. The organization reserves the right to change the structure from time-to-time. You will be entitled to retirement benefits, namely Provident Fund and Gratuity in accordance with laws of the country, and / or as per Organization policy. In addition, you will be entitled to performance-linked variable incentive / bonus as may be applicable from time-to-time, as per the respective process / group based incentive / bonus program.

Your individual remuneration is purely a matter between yourself and the organization and has been arrived on the basis of your job, skill's specific back and professional merit. You will be expected to maintain this information and any changes made therein from time-to-time as personal and confidential. You will execute a bond of confidentiality with the employer at any time till you resign or offered due pay package compensation.

## 5. Confidentiality & Exclusivity

You shall observe strict secrecy as to the affair, dealings, and concerns of the organization or its affiliates either during the continuance of this engagement or thereafter without the prior written consent of the Top Management of the Organization. You will not divulge to any third party, and use all reasonable endeavors to prevent the publication or disclosure of any Confidential Information., any information concerning the business accounts or financial plans or strategies of the organization or its affiliates, or of any customer or service provider of the organization or its affiliates, or any confidential report or research commissioned by or on behalf of the organization or its affiliates or any of their portfolio organizations in connection with the business or affairs of the organization, or any trade secrets of the organization or its affiliates including know-how and confidential transactions received by you, made known to you, or which you become aware of in the course of your relationship with the organization.

While maintaining secrecy and confidentiality you assure the underneath:

- a. You acknowledge that you may gain access to or possession of confidential information relating to the organization during the term of your employment.
- b. You shall refrain from divulging to any outside persons or concerns any information and secrets connected with Technologies that you may come across during the performance of your duties.
- c. You will treat all matters relating to company in strict confidence and not disclose it to outsiders except with the prior written authorization of organization. In particular, you are expected to maintain complete confidentiality in respect of work methods at our organization, systems developed / modified by the organization for its clients and / or any software developed or modified or acquired by the organization.
- d. You are prohibited to copy or sell organization's software packages outside without organization's prior permission. You acknowledge that conditions of this appointment are reasonable and necessary to protect disclosure of confidential information belonging to the company and any disclosure thereof will cause damage, hardship and injury to the organization.
- e. You are aware that your obligations relating to confidentiality survive the termination of your employment and you will be liable to pay damages and be subject to injunctive or other reliefs for any breach of aforesaid obligation.
- f. Intellectual Property Rights (IPR) such as copyrights, patents, trade-marks, secrets, etc., with respect to any software product including any solutions developed by you while in the employment of organization shall remain in the exclusive ownership of the organization and you shall have no right, title, or in respect of such IPRs.
- g. Confidential information includes all IPRs, information regarding quality control, business, financial information, places, customers', list, marketing data and any other information that are generally not known to the public.
- h. You will treat all client information as confidential and not disclose them to outsiders except when authorized.
- i. During your association with us, you may come across information that is of a vital and confidential nature, pertaining to our industry. It is, therefore, expressly agreed, as an important component of this this appointment, that you will not associate yourself, either directly or indirectly, either during your association with us, with any industry of a competitive nature.
- j. Any information or data made available to you the organization or by the customer of by any other party, or any innovation or improvement in process, design, etc., effected in the course of your association with us will belong to the organization and will be kept by you in strict confidence and will not be used by you to the detriment of the organization's interest at any time.





Given the nature of the business, you agree, acknowledge, accept and confirm that you shall have no proprietary interest in any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your relationship with the organization, or that are otherwise made through the use of the organization's time or materials, During the course of employment or thereafter you, with any intentions, will not do any act establishing, resulting in crippling of the organization's functioning or causing to the company financial loss, or damage to its image, the reputation or goodwill. If you are found committing any such acts, then the organization shall have the right to sue you under relevant laws and seek redressal.

## 6. Employer's covenants

A. During the term of the employment :

- i) The Employee shall not be entitled to, without the prior written consent of the Company
  - a) Accept executive responsibility, or any directorship, partnership or similar position involving management functions in any other organization
  - b) Indulge, participate, control and/or be involved in, any other activity or business in whatsoever capacity, which competes with the business of the Company, whatsoever through any other entity and/or participate in any business that is directly competing with that of the organization.

B. Subject to the terms of this employment letter, during the employment with the organization the employee shall not carry on or engage in directly or indirectly whether as an individual, through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, contractor, director trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise by himself or through any other entities, any business which competes with the whole or any part of any business being carried on or proposed to be carried on by the organization.

C. Your leave, absence, conduct and discipline during the tenure of your employment are subject to the rules and regulations of the company in this behalf.

D. After joining the company, if you are selected for an assignment abroad for a short or long-term duration, you will be required to submit your original certificates with the organization for a mutually acceptable duration.

E. You will authorize the organization and authorize and request former employer and persons, firm or corporation given in the application form as reference to answer any and all questions that may be sought in connection with this application or concerning you or your work, habit, character or skill or any action in any transaction.

F. You should declare your interest, financial or otherwise in any company or firm or any other individuals who have dealing with us in any capacity. In the event of yourself acquiring, or becoming or interested in the future in such a company or partnership or firm or individual, you should immediately disclose the nature and extent of your interest.

G. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to



## 7. Separation/Termination

After your confirmation, both you and the organization shall have the right to without assigning any cause, and with immediate effect, terminate association with the organization under this agreement upon giving 30 days prior written notice or salary in lieu thereof or as per the stipulation of the service rules so applicable.

The services of a workman are liable to be discharged on account of continued ill health including loss of efficiency, permanent total / permanent partial disablement or on account of illness for more than three months and has infectious /contagious effect. In such circumstances, the workman shall be paid one month salary in lieu of notice pay and he will not be entitled to any compensation in lieu thereof.

In case of an "Event of Breach", organization shall have right to terminate your employment without notice or payment of salary in lieu thereof if:

- i) You commit any breach of your duties and responsibilities under this contract of service
- ii) You are guilty of any gross default or misconduct which contravenes the express or implied conditions of your employment ; and
- iii) You commit breach of any of the terms of Non-disclosure agreement as per next Para of this appointment letter
- iv) If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed that you are no longer interested in working for the organization and have abandoned its services. The Organization will have the right to terminate your contract of service. In such case, you will not be entitled to any statutory compensation.

## 8. Attendance

i) All the employees have to work 8 hours a day from Monday to Friday of every week and the same will be considered a full day. Based on the business requirements, Saturday(s) might be a working day.

ii) The annual attendance of an employee should be above 75% in the calendar year (except for maternity leave), if not then the employee will be called for an inquiry and then may or may not allowed to continue in the organization with consideration of the HR & CEO/CO-FOUNDER.

iii) There will be flexible timings according to the needs of the organization and the customers of the organization. The employee will be informed about the same in the due course of time, once it is fixed with the CEO/CO-FOUNDER & HR.

## 9. Leaves

### a) Annual Leave

i) All the employees after completion of the probation period will be credited with a maximum of 12 days such leave in the calendar year indicates that in a month it can be availed for 1 day with reasonable notice to the immediate reporting. In case the leave has not been availed on that month, then it will be carried forward for the next month.

ii) Such Leave will be carried forward as maximum of 6 days to the next calendar year. Maximum leaves can be carried forward is 18 days.

iii) The leave encashment will be settled during the time of separation for maximum of 24 days only.

iv) Once the employee attains 5 years of service and above in the organization in the particular calendar year, the same employee shall have maximum of 36 days from there on and same can be reimbursed during separation.





## **b) Sick Leave**

- i) This leave will be credited after one year of service in the organization.
- ii) The employee has to inform about the sick leave to the immediate reporting and then which can be availed Quarterly once. In case of any additional sick leave requirement in the quarter, that can be availed based on the approval and then which results in loss of pay (LOP) only. In case the employee has to extend sick leave beyond three days at a stretch, in turn has to be reported and approved by the HR Head. Such leave application has to be submitted with adequate proof.
- iii) This leave carries forward within the same calendar year and lapse in the end of the year; which doesn't carry forwarded to the next calendar year.

## **10. Non-Disclosure**

Unless authorized in writing by the Organization, you shall not divulge communicate or pass on any information in any form related to any aspect of the Organization to anyone outside the Organization. In addition, the Organization has confidential information and assets belonging to other persons (whether individuals, firms, corporations, or other entities) that the Organization is obligated to keep confidential. The expression "Confidential Information" refers to all and / or any of the trade secrets and confidential and proprietary information owned by or in the custody of the Organization. You agree that all Confidential Information is the exclusive property of the Organization, and you will be responsible and will take steps necessary to protect the Confidential Information. You agree that, during your employment or once after relieving from the organization, you will not use or reproduce or disclose any of the Confidential Information and except in the normal course of your job for the Organization or unless an Authorized officer or the Organization gives you written permission in advance. You agree to return any Confidential Information (and all copies) in your ownership on cessation of your employment with the Organization.

## **11. Professional Ethics**

You shall not conduct yourself in any manner of amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. Please deal with the Organization 's money, material and documents with utmost honesty and professional ethics. You shall also maintain utmost dignity in your behavior and conduct while dealing with the employees, vendors and visitors of the Organization including persons directly or indirectly associated with the Organization in any manner.

---

Please sign this appointment letter and return it to us in a token of your acceptance of the appointment and the terms and conditions. You are advised to go through the contents of this appointment letter before signing.

Wish you all the best and welcome you to our team.

Acknowledged, agreed, and accepted.

Signature:

Date :

**Annexure – II**  
**Compensation and Benefits**

Designation:Analyst

**Salary Structure:**

Basic	15000
Conveyance Allowance	NA
House Rent Allowance	2500
<b>Gross Salary</b>	<b>17500</b>
ESI Employee	250
PF Employee	750
Total Employee Contribution	1000

**The compensation remains same as per the last month (March 2024) pay structure and that can be visible in Growth. Please go through the same thoroughly and acknowledge the letter.**

- The salary structure remains confidential and should not be discussed with other employee.
- There will be additional employer benefits as Provident Fund & Insurance (Optional)

*Other Benefits Offered based on the business – Night Shift Allowance, Rewards & Recognition, Paid Casual Leave. The benefits are exclusive of CTC based on employee eligibility.*

On behalf of Objectways Technologies



Thanghapantieyaan  
Manager – Human Resources

Signature:

Date:

**Annexure – II**  
**Roles and Responsibilities**

- Review and moderate graphic content users submit to ensure compliance with our client's guidelines and policies.
- Make accurate judgments on explicit images, videos, and written content, categorizing them based on established criteria.
- Identify and report any violations of our client's guidelines, terms of service, or legal requirements.
- Collaborate with cross-functional teams to develop and enhance moderation processes and guidelines.
- Stay updated with industry trends, best practices, and legal requirements pertaining to graphic content moderation.
- Provide timely and detailed feedback to internal stakeholders and contribute to ongoing training and improvement initiatives.
- Maintain strict confidentiality and adhere to all privacy and data protection regulations.
- Collecting, cleaning, and validating data from multiple sources.
- Performing exploratory data analysis to identify patterns, correlations, and insights.
- Building and maintaining dashboards, reports, and data visualizations to communicate findings.
- Developing predictive models and machine learning algorithms to solve business problems.
- Collaborating with cross-functional teams to understand data needs and provide analytical support.
- Collaborating with stakeholders to gather and document business requirements for projects or initiatives.
- Analyzing business processes and workflows to identify areas for improvement or optimization.
- Developing use cases, user stories, and functional specifications to guide software development.
- Facilitating meetings and workshops to elicit requirements, gather feedback, and drive consensus.
- Working closely with developers, designers, and project managers to ensure successful project delivery.

\*Subject to change based on the project and appointment in different roles.

## OFFER LETTER

To:

Date: 15/05/2024

Mr. BHARANI M,  
B.E. BIOMEDICAL ENGINEERING,  
NANDHA ENGINEERING COLLEGE,  
ERODE.

Dear Mr. BHARANIM,

We are pleased to announce your selection for the position of **Calibration Trainee** at **Vanavil Calibrations Pvt Ltd**.

Your appointment will be with an annual stipend, amounting to a cost-to-company of **Rs. 1,80,000/-**.

As previously discussed, you will be part of our **Calibration Team**. Based on your performance, you will be eligible for placement on our regular payroll, which will include salary, Provident Fund (PF), Employee State Insurance (ESI), and other benefits.

Your initial posting will be at our **Head Office** in Salem, Tamil Nadu.

We request you to join us no later than **1<sup>st</sup> June 2024**.

We look forward to welcoming you to our team and wish you a successful journey with **Vanavil Calibrations Pvt Ltd**.

Regards,



Santhanakrishnan R  
Director  
Vanavil Calibrations Pvt Ltd



Accepted by:

  
Mr. BHARANI M.





**Ref: TCSL/DT20234289932/2203017/Chennai**

**Date: 21 August 2024**

MS. GAYATHRI N  
25/30 Thingalur Road, Poochampathy,  
Kanjikovil, Erode,  
Tamil Nadu-638116.

**Sub: Joining Letter**

Dear Ms. Gayathri N,

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

We are pleased to inform you that your joining date at TCSL will be **05th September 2024**, your joining location is **Chennai** and work location is **Chennai**. You will be assigned a role in a Unit as per business requirements of TCSL.

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

If you have participated in TCS pre-joining 'Xplore' learning program, you have a headstart! We appreciate your passion for learning. You are now all set to experience learning through our coveted TCS Initial Learning Program.



## **TCS Initial Learning Program (ILP)**

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

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

The duration of your TCS Initial Learning Program is based on your performance in TCS pre-joining 'Xplore' learning program and business requirements.

The TCS Initial learning Program(ILP) is a training program especially curated for you as per TCSL business requirement. The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Initial Learning Program(ILP). In case, your performance does not meet the expectations, the management reserves the right to either extend your program or terminate your traineeship forthwith.

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

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



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

Gear up to experience the future!!

Warm regards,

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



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



## UNICORN

Reg.Office : 2/113-F3, Vanaprastha Road, Kasthurinaicken Palayam, Vadavalli, Coimbatore - 41

PH: +91 9487076007 E-mail-unicornsistemas@yahoo.co.in. GSTIN: 33ALRPA7242A1ZK

### Letter Of Appointment

10<sup>th</sup> October 2023

To,

Mr. Giridharan

Erode.

**Subject : Offer of Appointment**

Dear Mr. Giridharan

We are pleased to inform you the following

- With reference to the job application and following interview, we are pleased to offer you the post of "Marketing Executive" for our company
- The salary paid will be as per the amount offered at the time of interview
- Your appointment will be subject to a probationary period of 3 months
- The working hours of the company is to be followed by the employees
- Your date of joining will be on 11<sup>th</sup> October 2023

We welcome you to our company and wish you a long career with us.

With Best wishes

Cordially

For Unicorn







DIAGNO CARE

Date: 09<sup>th</sup>Oct2023

**Employment Contract**

Name: Hariharan	Ref/DCLS/HRD/Oct/LOA-09/24/09-23
Designation: Service Engineer	EMPLY_Code: E0925
Head Quarter: Salem	Grade: E1
Address: Avinashi, Tirupur-641654	Adhaar No: 908730335827
Contact No: 7845853076	Pan No: BHHPH3376R

Dear Hariharan

Sub: "Appointment Letter at Diagno Care Life Sciences Pvt Ltd."

This is with reference to your employment at 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 **Service Engineer** based at head quarter Salem and for for DCLS service division.

Your reporting supervisor will be **Mr. Aravind** (Regional Service Manager) from the **Appointment Date: 09/10/2023**.

- Job Description:** Role of a **Service Engineer** responsible for Service and marketing of all DCLS complete product range; already on profile and the others which will be added in future. This sale has commitment of business units and business value which will have assigned goal for the year to be achieved by even splits of the year. The assigned units and values are mentioned in the annexure with this letter. The business includes revenue generation as well and collection of payments in the assigned period from customers both distribution channel and end-users.
- Salary:** 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.
- Base location:** 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.
- Communication:** We have provided an official SIM card which will your contact point from you to every customer and the same shall be used for official purpose only. You will not use your personal contact number for any reason.

**DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED**

Old # 127B, Bricklin Road, Ground Floor, Purasaiwalkam, Chennai - 600 007,  
Ph : 044 - 4262 0091. Cell : 75300 05300. E-mail : order@dcls.in  
GSTIN : 33AAICD1113E1ZE



## DIAGNO CARE

5. **Acceptance:**By accepting this letter, you hereby confirm that you would abide by all the company policies, as amended time to time.
6. **Assistance:** 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.
7. **Transfer of Employment:**
  - a. The company shall at any time have the right to transfer you/your employment within the company to the other projects, locations offices of the company or to its group of companies and affiliates (both at present or which may come into existence in future or to any other position within the company).
  - b. 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.
8. **Probation & Confirmation of assignment:** Your probation period will be for three months (90 working days) from the date of joining. After the probation period you will be reviewed and based on your performance towards your commitment and other factors such as work-ethicates you will be confirmed with your employment service. On confirmation you will be provided with PF, insurance both medical and accidental benefits to you.
9. **Increments:**Your salary will be reviewed on the basis of your performance by the management of the organization in a given assessment period. However, to be eligible for any salary revision based on assessment your period of employment you should have completed minimum of 12 months after your confirmation.
10. **HR Policy:**
  - a. You will be provided with additional information about the objectives, policies, benefit programs and general employment conditions of the organization. You shall at all times during your employment will be following all the policies of DCLS HRD which will change from time to time.
  - b. 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.
  - c. **Etiquettes:** Are to be followed at office either in person at office or over the phone in communication or else by email.
11. **Commitment and Assurance:** The employee from the date of his appointment is committed to the organization for his/her 100% performance since the organization is committed as well. The employee has to assure the organization by signing this letter that he/she will not leave the organization within a minimum period of 24 months, this assurance is required since the organization is investing on the employee in terms of time, training, information, data and values. In case of the employee leaving the organization within the 24 months period then there shall be a compensation of 2 months salary collected from the employee.

### DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED

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

Ph : 044 - 4262 0091. Cell : 75300 05300. E-mail : order@dcls.in

GSTIN : 33AAICD1113E1ZE





## DIAGNO CARE

12. **Compliance Requirement:** The company requires during the course of your employment;
  - a. You will devote your entire time of working for the development and growth of the business affairs of the company and vested in you by the company from time to time, faithfully, diligently & efficiently, subject to supervision and directions from the organization.
  - b. Your working hours will be specific in the organization as per HR policies. You will be expected to work during the working hours for the completion of you assigned assignments.
  - c. You are a full-time employee with DCLS. You will not take up any other work or remuneration both in part time/ otherwise or should not work in advisory capacity in any trade or any other business during your employment with DCLS.
  - d. You shall not seek membership in any political, local/public bodies without written permission from DCSL management.
13. **Training:** Official sales training was provided both on technical and sales along with training material from 31<sup>st</sup> Aug'23 till 02<sup>nd</sup> Sept'23.
14. **Binding:** Since this is an employment where we are investing time and paying you for the same, the organization wants every employee to be committed to stay with the organization for a period of 24 months from the date of employment. This will exclude non-performance, re-negotiation due to offers provided by other employers or any personal reasons. In such case the employee has to pay back the employer one month salary.
15. 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.
16. You should understand that your job functions/description (JD) 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.
17. **Off boarding:** Notice period of your employment will be two months (60days). The organization reserves the right to accept your resignation with immediate effect or at any time during your notice period. You shall not be entitled to any salary or benefits after the effective date of acceptance of your resignation. You should provide the No objection certificates from all your distributors handled by you to be relieved from service.
18. **Leave policies:** Subject to the HR policies of DCLS.
  - a. 01 days of casual leave in a month (subject to prior approval)
  - b. 06 days of medical leave (with pre and post approval from management and supported by medical documents)

---

### DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED

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

Ph : 044 - 4262 0091, Cell : 75300 05300. E-mail : order@dcls.in

GSTIN : 33AAICD1113E1ZE



DIAGNO CARE

24. 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.

Your role of employment (mutually agreed between you and DCLS HRD) is explained to you in complete manner. This letter is provided on acceptance to all our policies, terms and condition of the organization.

Please sign and return this letter to the management.

Best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Diagno Care Life Sciences Pvt. Ltd.

National Business Manager  
Paul Francis Prem Kumar

I agree to the above terms and conditions.

Hariharan  
Adhaar No: 369466320244

**DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED**

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

Ph : 044 - 4262 0091, Cell : 75300 05300. E-mail : order@dcls.in

GSTIN : 33AAICD1113E1ZE



**Annexure-II**  
**Salary Sheet**




Name	Hariharan		
Designation	Service Engineer		
HQ	Salem		
<b>Component</b>	<b>Amount (Rs)</b>	<b>Remarks</b>	
<b>Earnings</b>			
Basic	₹ 7,425.00	Monthly	
House Rent Allowance	₹ 3,712.50	Monthly	
Special Allowance	₹ 3,987.50	Monthly	
Conveyance Allowance	₹ 1,375.00	Monthly	
PF Employer Contribution	₹ 1,534.50	Monthly	
ESIC Employer Contribution	₹ 536.25	Monthly	
<b>CTC/Month</b>	<b>₹18570.75</b>	<b>Monthly</b>	
<b>Deductions</b>			
Professional Tax	₹ 208.00	Monthly	
ESIC Employee Contribution	₹ 124.00	Monthly	
Providentfund (Employee Contribution)	₹ 1,534.50	Monthly	
<b>Net Salary in Hand</b>	<b>₹14633.50</b>	<b>Monthly</b>	

**Allowance**

Component	Amount(Rs.)
Daily Allowance	250.00 / Day
Out Station	450.00 / Day + Actual Fare
Ex-Station	250.00 / Day + Actual Fare
Hotel Bill	Actual With Max Cap 800.00
Fare	Actual For Sleeper / Bus
Stationary	Actual

For Diagno Care Life Sciences Pvt. Ltd.

  
National Business Manager  
Paul Francis Prem Kumar

Ihavereadandunderstoodthetermsandconditionsstatedaboveandherbysignifymyacceptanceofthesame.

Hariharan  
Adhaar No: 369466320244

**DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED**

Old # 127B, Bricklin Road, Ground Floor, Purasaiwalkam, Chennai - 600 007.  
Ph : 044 - 4262 0091, Cell : 75300 05300. E-mail : order@dcls.in  
GSTIN : 33AAICD1113E1ZE

**Appointment letter**

Date – 12-APR-2024

Place – Karur

Dear HARIHARASUDHAN S

Permanent Emp.ID 2070

Congratulations!

This letter confirms your appointment as a permanent employee in Objectways Technologies.

We refer to our meetings with you. We were impressed with your performance and enthusiasm and believe that you would be an asset to our organization.

You are designated as **Analyst** at **Karur**. The broad terms and conditions of employment are annexed hereto in Annexure A to this appointment letter. We would be delighted if you would join as part of the team, which builds and develops Objectways, and are confident that the relationship will be mutually beneficial. We hope that you find this opportunity to be stimulating as well as rewarding and we look forward to working with you.

We hope that you find the terms acceptable. Should you decide to accept this offer, please sign the duplicate copy of the letter enclosed herewith, as acceptance of the offer contained herein, and return the same to us at the earliest. Your date of joining is 31 JAN 2024, and as a permanent employee effective from 01<sup>st</sup> APRIL 2024.

Please feel free to contact me with any queries that you may have by e-mail at [hrm@objectways.com](mailto:hrm@objectways.com)

Best wishes,



Authorized Signatory.

## **ANNEXURE - I**

### **Terms and Conditions of Employment**

The following are the broad terms and conditions of employment offered by Objectways (hereinafter referred to as "Organization"). By signing and accepting this letter, you represent and warrant to the Organization that you are under no contractual commitments inconsistent with any or all of your obligations to and on behalf of the organization. This letter and its terms shall come into force and effect on the date of your signing and confirming your acceptance. Your appointment will be effective from the date of joining.

#### **1. Probation**

Initially, you will be on probation for a period of 90 days from the date of your joining and the said period of probation is liable to be extended by another 3 months or more purely at the discretion of the management. That during or at the expiry of the said period of probation or the extended period of probation, the management shall have the right to terminate your services without any notice or without assigning any reasons. That you shall continue on probation till your services are confirmed in writing the management.

During the Probation Period, you are not allowed to resign. If you resign within 3 months, that month's salary will not be provided. On satisfactory completion of the probation period or extended probation period, you will be confirmed in service.

The Background Verification is not satisfied within the probation period, then the employee will be terminated immediately.

#### **2. Rules and Regulations**

You will abide by the Rules and Regulations of the organization and the policies notified and in force in the company or which will be notified and made in force from time-to-time and the Organization shall have the right to vary, delete or modify any or all of these terms and conditions of service which shall be binding on you.

#### **3. Postings and Timings**

Your posting will be at **Karur**. However, your services are transferable to any other place (in India or abroad) in any office of the company or to any subsidiary or associate organization, whether currently existing or incorporating in future. You will be expected to attend the office during the working hours / shifts as may be decided by the organization. The working hours / shifts could be changed periodically depending on the work process requirements.

#### **4. Salary, Benefits and Taxes**

The break-up attached is in line with the current allowances / reimbursement structure. The organization reserves the right to change the structure from time-to-time. You will be entitled to retirement benefits, namely Provident Fund and Gratuity in accordance with laws of the country, and / or as per Organization policy. In addition, you will be entitled to performance-linked variable incentive / bonus as may be applicable from time-to-time, as per the respective process / group based incentive / bonus program.

Your individual remuneration is purely a matter between yourself and the organization and has been arrived on the basis of your job, skill's specific back and professional merit. You will be expected to maintain this information and any changes made therein from time-to-time as personal and confidential. You will execute a bond of confidentiality with the employer at any time till you resign or offered due pay package compensation.

## 5. Confidentiality & Exclusivity

You shall observe strict secrecy as to the affair, dealings, and concerns of the organization or its affiliates either during the continuance of this engagement or thereafter without the prior written consent of the Top Management of the Organization. You will not divulge to any third party, and use all reasonable endeavors to prevent the publication or disclosure of any Confidential Information., any information concerning the business accounts or financial plans or strategies of the organization or its affiliates, or of any customer or service provider of the organization or its affiliates, or any confidential report or research commissioned by or on behalf of the organization or its affiliates or any of their portfolio organizations in connection with the business or affairs of the organization, or any trade secrets of the organization or its affiliates including know-how and confidential transactions received by you, made known to you, or which you become aware of in the course of your relationship with the organization.

While maintaining secrecy and confidentiality you assure the underneath:

- a. You acknowledge that you may gain access to or possession of confidential information relating to the organization during the term of your employment.
- b. You shall refrain from divulging to any outside persons or concerns any information and secrets connected with Technologies that you may come across during the performance of your duties.
- c. You will treat all matters relating to company in strict confidence and not disclose it to outsiders except with the prior written authorization of organization. In particular, you are expected to maintain complete confidentiality in respect of work methods at our organization, systems developed / modified by the organization for its clients and / or any software developed or modified or acquired by the organization.
- d. You are prohibited to copy or sell organization's software packages outside without organization's prior permission. You acknowledge that conditions of this appointment are reasonable and necessary to protect disclosure of confidential information belonging to the company and any disclosure thereof will cause damage, hardship and injury to the organization.
- e. You are aware that your obligations relating to confidentiality survive the termination of your employment and you will be liable to pay damages and be subject to injunctive or other reliefs for any breach of aforesaid obligation.
- f. Intellectual Property Rights (IPR) such as copyrights, patents, trade-marks, secrets, etc., with respect to any software product including any solutions developed by you while in the employment of organization shall remain in the exclusive ownership of the organization and you shall have no right, title, or in respect of such IPRs.
- g. Confidential information includes all IPRs, information regarding quality control, business, financial information, places, customers', list, marketing data and any other information that are generally not known to the public.
- h. You will treat all client information as confidential and not disclose them to outsiders except when authorized.
- i. During your association with us, you may come across information that is of a vital and confidential nature, pertaining to our industry. It is, therefore, expressly agreed, as an important component of this this appointment, that you will not associate yourself, either directly or indirectly, either during your association with us, with any industry of a competitive nature.
- j. Any information or data made available to you the organization or by the customer of by any other party, or any innovation or improvement in process, design, etc., effected in the course of your association with us will belong to the organization and will be kept by you in strict confidence and will not be used by you to the detriment of the organization's interest at any time.







Given the nature of the business, you agree, acknowledge, accept and confirm that you shall have no proprietary interest in any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your relationship with the organization, or that are otherwise made through the use of the organization's time or materials, During the course of employment or thereafter you, with any intentions, will not do any act establishing, resulting in crippling of the organization's functioning or causing to the company financial loss, or damage to its image, the reputation or goodwill. If you are found committing any such acts, then the organization shall have the right to sue you under relevant laws and seek redressal.

## 6. Employer's covenants

A. During the term of the employment :

- i) The Employee shall not be entitled to, without the prior written consent of the Company
  - a) Accept executive responsibility, or any directorship, partnership or similar position involving management functions in any other organization
  - b) Indulge, participate, control and/or be involved in, any other activity or business in whatsoever capacity, which competes with the business of the Company, whatsoever through any other entity and/or participate in any business that is directly competing with that of the organization.

B. Subject to the terms of this employment letter, during the employment with the organization the employee shall not carry on or engage in directly or indirectly whether as an individual, through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, contractor, director trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise by himself or through any other entities, any business which competes with the whole or any part of any business being carried on or proposed to be carried on by the organization.

C. Your leave, absence, conduct and discipline during the tenure of your employment are subject to the rules and regulations of the company in this behalf.

D. After joining the company, if you are selected for an assignment abroad for a short or long-term duration, you will be required to submit your original certificates with the organization for a mutually acceptable duration.

E. You will authorize the organization and authorize and request former employer and persons, firm or corporation given in the application form as reference to answer any and all questions that may be sought in connection with this application or concerning you or your work, habit, character or skill or any action in any transaction.

F. You should declare your interest, financial or otherwise in any company or firm or any other individuals who have dealing with us in any capacity. In the event of yourself acquiring, or becoming or interested in the future in such a company or partnership or firm or individual, you should immediately disclose the nature and extent of your interest.

G. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to



## 7. Separation/Termination

After your confirmation, both you and the organization shall have the right to without assigning any cause, and with immediate effect, terminate association with the organization under this agreement upon giving 30 days prior written notice or salary in lieu thereof or as per the stipulation of the service rules so applicable.

The services of a workman are liable to be discharged on account of continued ill health including loss of efficiency, permanent total / permanent partial disablement or on account of illness for more than three months and has infectious /contagious effect. In such circumstances, the workman shall be paid one month salary in lieu of notice pay and he will not be entitled to any compensation in lieu thereof.

In case of an "Event of Breach", organization shall have right to terminate your employment without notice or payment of salary in lieu thereof if:

- i) You commit any breach of your duties and responsibilities under this contract of service
- ii) You are guilty of any gross default or misconduct which contravenes the express or implied conditions of your employment ; and
- iii) You commit breach of any of the terms of Non-disclosure agreement as per next Para of this appointment letter
- iv) If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed that you are no longer interested in working for the organization and have abandoned its services. The Organization will have the right to terminate your contract of service. In such case, you will not be entitled to any statutory compensation.

## 8. Attendance

i) All the employees have to work 8 hours a day from Monday to Friday of every week and the same will be considered a full day. Based on the business requirements, Saturday(s) might be a working day.

ii) The annual attendance of an employee should be above 75% in the calendar year (except for maternity leave), if not then the employee will be called for an inquiry and then may or may not allowed to continue in the organization with consideration of the HR & CEO/CO-FOUNDER.

iii) There will be flexible timings according to the needs of the organization and the customers of the organization. The employee will be informed about the same in the due course of time, once it is fixed with the CEO/CO-FOUNDER & HR.

## 9. Leaves

### a) Annual Leave

i) All the employees after completion of the probation period will be credited with a maximum of 12 days such leave in the calendar year indicates that in a month it can be availed for 1 day with reasonable notice to the immediate reporting. In case the leave has not been availed on that month, then it will be carried forward for the next month.

ii) Such Leave will be carried forward as maximum of 6 days to the next calendar year. Maximum leaves can be carried forward is 18 days.

iii) The leave encashment will be settled during the time of separation for maximum of 24 days only.

iv) Once the employee attains 5 years of service and above in the organization in the particular calendar year, the same employee shall have maximum of 36 days from there on and same can be reimbursed during separation.



## **b) Sick Leave**

- i) This leave will be credited after one year of service in the organization.
- ii) The employee has to inform about the sick leave to the immediate reporting and then which can be availed Quarterly once. In case of any additional sick leave requirement in the quarter, that can be availed based on the approval and then which results in loss of pay (LOP) only. In case the employee has to extend sick leave beyond three days at a stretch, in turn has to be reported and approved by the HR Head. Such leave application has to be submitted with adequate proof.
- iii) This leave carries forward within the same calendar year and lapse in the end of the year; which doesn't carry forwarded to the next calendar year.

## **10. Non-Disclosure**

Unless authorized in writing by the Organization, you shall not divulge communicate or pass on any information in any form related to any aspect of the Organization to anyone outside the Organization. In addition, the Organization has confidential information and assets belonging to other persons (whether individuals, firms, corporations, or other entities) that the Organization is obligated to keep confidential. The expression "Confidential Information" refers to all and / or any of the trade secrets and confidential and proprietary information owned by or in the custody of the Organization. You agree that all Confidential Information is the exclusive property of the Organization, and you will be responsible and will take steps necessary to protect the Confidential Information. You agree that, during your employment or once after relieving from the organization, you will not use or reproduce or disclose any of the Confidential Information and except in the normal course of your job for the Organization or unless an Authorized officer or the Organization gives you written permission in advance. You agree to return any Confidential Information (and all copies) in your ownership on cessation of your employment with the Organization.

## **11. Professional Ethics**

You shall not conduct yourself in any manner of amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. Please deal with the Organization 's money, material and documents with utmost honesty and professional ethics. You shall also maintain utmost dignity in your behavior and conduct while dealing with the employees, vendors and visitors of the Organization including persons directly or indirectly associated with the Organization in any manner.

---

Please sign this appointment letter and return it to us in a token of your acceptance of the appointment and the terms and conditions. You are advised to go through the contents of this appointment letter before signing.

Wish you all the best and welcome you to our team.

Acknowledged, agreed, and accepted.

Signature:

Date :

**Annexure – II**  
**Compensation and Benefits**

Designation:Analyst

**Salary Structure:**

Basic	15000
Conveyance Allowance	NA
House Rent Allowance	2500
<b>Gross Salary</b>	<b>17500</b>
ESI Employee	250
PF Employee	750
Total Employee Contribution	1000

**The compensation remains same as per the last month (March 2024) pay structure and that can be visible in Growth. Please go through the same thoroughly and acknowledge the letter.**

- The salary structure remains confidential and should not be discussed with other employee.
- There will be additional employer benefits as Provident Fund & Insurance (Optional)

*Other Benefits Offered based on the business – Night Shift Allowance, Rewards & Recognition, Paid Casual Leave. The benefits are exclusive of CTC based on employee eligibility.*

On behalf of Objectways Technologies



Thanghapantieyaan  
Manager – Human Resources

Signature:

Date:



**Annexure – II**  
**Roles and Responsibilities**

- Review and moderate graphic content users submit to ensure compliance with our client's guidelines and policies.
- Make accurate judgments on explicit images, videos, and written content, categorizing them based on established criteria.
- Identify and report any violations of our client's guidelines, terms of service, or legal requirements.
- Collaborate with cross-functional teams to develop and enhance moderation processes and guidelines.
- Stay updated with industry trends, best practices, and legal requirements pertaining to graphic content moderation.
- Provide timely and detailed feedback to internal stakeholders and contribute to ongoing training and improvement initiatives.
- Maintain strict confidentiality and adhere to all privacy and data protection regulations.
- Collecting, cleaning, and validating data from multiple sources.
- Performing exploratory data analysis to identify patterns, correlations, and insights.
- Building and maintaining dashboards, reports, and data visualizations to communicate findings.
- Developing predictive models and machine learning algorithms to solve business problems.
- Collaborating with cross-functional teams to understand data needs and provide analytical support.
- Collaborating with stakeholders to gather and document business requirements for projects or initiatives.
- Analyzing business processes and workflows to identify areas for improvement or optimization.
- Developing use cases, user stories, and functional specifications to guide software development.
- Facilitating meetings and workshops to elicit requirements, gather feedback, and drive consensus.
- Working closely with developers, designers, and project managers to ensure successful project delivery.

\*Subject to change based on the project and appointment in different roles.

**Appointment letter**

Date – 12-APR-2024

Place – Karur

Dear JEEVANANTHAM S

Permanent Emp.ID 2073

Congratulations!

This letter confirms your appointment as a permanent employee in Objectways Technologies.

We refer to our meetings with you. We were impressed with your performance and enthusiasm and believe that you would be an asset to our organization.

You are designated as **Analyst** at **Karur**. The broad terms and conditions of employment are annexed hereto in Annexure A to this appointment letter. We would be delighted if you would join as part of the team, which builds and develops Objectways, and are confident that the relationship will be mutually beneficial. We hope that you find this opportunity to be stimulating as well as rewarding and we look forward to working with you.

We hope that you find the terms acceptable. Should you decide to accept this offer, please sign the duplicate copy of the letter enclosed herewith, as acceptance of the offer contained herein, and return the same to us at the earliest. Your date of joining is 31 JAN 2024, and as a permanent employee effective from 01<sup>st</sup> APRIL 2024.

Please feel free to contact me with any queries that you may have by e-mail at [hrm@objectways.com](mailto:hrm@objectways.com)

Best wishes,



Authorized Signatory.

## **ANNEXURE - I**

### **Terms and Conditions of Employment**

The following are the broad terms and conditions of employment offered by Objectways (hereinafter referred to as "Organization"). By signing and accepting this letter, you represent and warrant to the Organization that you are under no contractual commitments inconsistent with any or all of your obligations to and on behalf of the organization. This letter and its terms shall come into force and effect on the date of your signing and confirming your acceptance. Your appointment will be effective from the date of joining.

#### **1. Probation**

Initially, you will be on probation for a period of 90 days from the date of your joining and the said period of probation is liable to be extended by another 3 months or more purely at the discretion of the management. That during or at the expiry of the said period of probation or the extended period of probation, the management shall have the right to terminate your services without any notice or without assigning any reasons. That you shall continue on probation till your services are confirmed in writing the management.

During the Probation Period, you are not allowed to resign. If you resign within 3 months, that month's salary will not be provided. On satisfactory completion of the probation period or extended probation period, you will be confirmed in service.

The Background Verification is not satisfied within the probation period, then the employee will be terminated immediately.

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While maintaining secrecy and confidentiality you assure the underneath:

- a. You acknowledge that you may gain access to or possession of confidential information relating to the organization during the term of your employment.
- b. You shall refrain from divulging to any outside persons or concerns any information and secrets connected with Technologies that you may come across during the performance of your duties.
- c. You will treat all matters relating to company in strict confidence and not disclose it to outsiders except with the prior written authorization of organization. In particular, you are expected to maintain complete confidentiality in respect of work methods at our organization, systems developed / modified by the organization for its clients and / or any software developed or modified or acquired by the organization.
- d. You are prohibited to copy or sell organization's software packages outside without organization's prior permission. You acknowledge that conditions of this appointment are reasonable and necessary to protect disclosure of confidential information belonging to the company and any disclosure thereof will cause damage, hardship and injury to the organization.
- e. You are aware that your obligations relating to confidentiality survive the termination of your employment and you will be liable to pay damages and be subject to injunctive or other reliefs for any breach of aforesaid obligation.
- f. Intellectual Property Rights (IPR) such as copyrights, patents, trade-marks, secrets, etc., with respect to any software product including any solutions developed by you while in the employment of organization shall remain in the exclusive ownership of the organization and you shall have no right, title, or in respect of such IPRs.
- g. Confidential information includes all IPRs, information regarding quality control, business, financial information, places, customers', list, marketing data and any other information that are generally not known to the public.
- h. You will treat all client information as confidential and not disclose them to outsiders except when authorized.
- i. During your association with us, you may come across information that is of a vital and confidential nature, pertaining to our industry. It is, therefore, expressly agreed, as an important component of this this appointment, that you will not associate yourself, either directly or indirectly, either during your association with us, with any industry of a competitive nature.
- j. Any information or data made available to you the organization or by the customer of by any other party, or any innovation or improvement in process, design, etc., effected in the course of your association with us will belong to the organization and will be kept by you in strict confidence and will not be used by you to the detriment of the organization's interest at any time.







Given the nature of the business, you agree, acknowledge, accept and confirm that you shall have no proprietary interest in any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your relationship with the organization, or that are otherwise made through the use of the organization's time or materials, During the course of employment or thereafter you, with any intentions, will not do any act establishing, resulting in crippling of the organization's functioning or causing to the company financial loss, or damage to its image, the reputation or goodwill. If you are found committing any such acts, then the organization shall have the right to sue you under relevant laws and seek redressal.

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A. During the term of the employment :

- i) The Employee shall not be entitled to, without the prior written consent of the Company
  - a) Accept executive responsibility, or any directorship, partnership or similar position involving management functions in any other organization
  - b) Indulge, participate, control and/or be involved in, any other activity or business in whatsoever capacity, which competes with the business of the Company, whatsoever through any other entity and/or participate in any business that is directly competing with that of the organization.

B. Subject to the terms of this employment letter, during the employment with the organization the employee shall not carry on or engage in directly or indirectly whether as an individual, through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, contractor, director trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise by himself or through any other entities, any business which competes with the whole or any part of any business being carried on or proposed to be carried on by the organization.

C. Your leave, absence, conduct and discipline during the tenure of your employment are subject to the rules and regulations of the company in this behalf.

D. After joining the company, if you are selected for an assignment abroad for a short or long-term duration, you will be required to submit your original certificates with the organization for a mutually acceptable duration.

E. You will authorize the organization and authorize and request former employer and persons, firm or corporation given in the application form as reference to answer any and all questions that may be sought in connection with this application or concerning you or your work, habit, character or skill or any action in any transaction.

F. You should declare your interest, financial or otherwise in any company or firm or any other individuals who have dealing with us in any capacity. In the event of yourself acquiring, or becoming or interested in the future in such a company or partnership or firm or individual, you should immediately disclose the nature and extent of your interest.

G. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to



## 7. Separation/Termination

After your confirmation, both you and the organization shall have the right to without assigning any cause, and with immediate effect, terminate association with the organization under this agreement upon giving 30 days prior written notice or salary in lieu thereof or as per the stipulation of the service rules so applicable.

The services of a workman are liable to be discharged on account of continued ill health including loss of efficiency, permanent total / permanent partial disablement or on account of illness for more than three months and has infectious /contagious effect. In such circumstances, the workman shall be paid one month salary in lieu of notice pay and he will not be entitled to any compensation in lieu thereof.

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- ii) You are guilty of any gross default or misconduct which contravenes the express or implied conditions of your employment ; and
- iii) You commit breach of any of the terms of Non-disclosure agreement as per next Para of this appointment letter
- iv) If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed that you are no longer interested in working for the organization and have abandoned its services. The Organization will have the right to terminate your contract of service. In such case, you will not be entitled to any statutory compensation.

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## 9. Leaves

### a) Annual Leave

i) All the employees after completion of the probation period will be credited with a maximum of 12 days such leave in the calendar year indicates that in a month it can be availed for 1 day with reasonable notice to the immediate reporting. In case the leave has not been availed on that month, then it will be carried forward for the next month.

ii) Such Leave will be carried forward as maximum of 6 days to the next calendar year. Maximum leaves can be carried forward is 18 days.

iii) The leave encashment will be settled during the time of separation for maximum of 24 days only.

iv) Once the employee attains 5 years of service and above in the organization in the particular calendar year, the same employee shall have maximum of 36 days from there on and same can be reimbursed during separation.



## **b) Sick Leave**

- i) This leave will be credited after one year of service in the organization.
- ii) The employee has to inform about the sick leave to the immediate reporting and then which can be availed Quarterly once. In case of any additional sick leave requirement in the quarter, that can be availed based on the approval and then which results in loss of pay (LOP) only. In case the employee has to extend sick leave beyond three days at a stretch, in turn has to be reported and approved by the HR Head. Such leave application has to be submitted with adequate proof.
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## **10. Non-Disclosure**

Unless authorized in writing by the Organization, you shall not divulge communicate or pass on any information in any form related to any aspect of the Organization to anyone outside the Organization. In addition, the Organization has confidential information and assets belonging to other persons (whether individuals, firms, corporations, or other entities) that the Organization is obligated to keep confidential. The expression "Confidential Information" refers to all and / or any of the trade secrets and confidential and proprietary information owned by or in the custody of the Organization. You agree that all Confidential Information is the exclusive property of the Organization, and you will be responsible and will take steps necessary to protect the Confidential Information. You agree that, during your employment or once after relieving from the organization, you will not use or reproduce or disclose any of the Confidential Information and except in the normal course of your job for the Organization or unless an Authorized officer or the Organization gives you written permission in advance. You agree to return any Confidential Information (and all copies) in your ownership on cessation of your employment with the Organization.

## **11. Professional Ethics**

You shall not conduct yourself in any manner of amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. Please deal with the Organization 's money, material and documents with utmost honesty and professional ethics. You shall also maintain utmost dignity in your behavior and conduct while dealing with the employees, vendors and visitors of the Organization including persons directly or indirectly associated with the Organization in any manner.

---

Please sign this appointment letter and return it to us in a token of your acceptance of the appointment and the terms and conditions. You are advised to go through the contents of this appointment letter before signing.

Wish you all the best and welcome you to our team.

Acknowledged, agreed, and accepted.

Signature:

Date :

**Annexure – II**  
**Compensation and Benefits**

Designation:Analyst

**Salary Structure:**

Basic	15000
Conveyance Allowance	NA
House Rent Allowance	2500
<b>Gross Salary</b>	<b>17500</b>
ESI Employee	250
PF Employee	750
Total Employee Contribution	1000

**The compensation remains same as per the last month (March 2024) pay structure and that can be visible in Growth. Please go through the same thoroughly and acknowledge the letter.**

- The salary structure remains confidential and should not be discussed with other employee.
- There will be additional employer benefits as Provident Fund & Insurance (Optional)

*Other Benefits Offered based on the business – Night Shift Allowance, Rewards & Recognition, Paid Casual Leave. The benefits are exclusive of CTC based on employee eligibility.*

On behalf of Objectways Technologies



Thanghapantieyaan  
Manager – Human Resources

Signature:

Date:



**Annexure – II**  
**Roles and Responsibilities**

- Review and moderate graphic content users submit to ensure compliance with our client's guidelines and policies.
- Make accurate judgments on explicit images, videos, and written content, categorizing them based on established criteria.
- Identify and report any violations of our client's guidelines, terms of service, or legal requirements.
- Collaborate with cross-functional teams to develop and enhance moderation processes and guidelines.
- Stay updated with industry trends, best practices, and legal requirements pertaining to graphic content moderation.
- Provide timely and detailed feedback to internal stakeholders and contribute to ongoing training and improvement initiatives.
- Maintain strict confidentiality and adhere to all privacy and data protection regulations.
- Collecting, cleaning, and validating data from multiple sources.
- Performing exploratory data analysis to identify patterns, correlations, and insights.
- Building and maintaining dashboards, reports, and data visualizations to communicate findings.
- Developing predictive models and machine learning algorithms to solve business problems.
- Collaborating with cross-functional teams to understand data needs and provide analytical support.
- Collaborating with stakeholders to gather and document business requirements for projects or initiatives.
- Analyzing business processes and workflows to identify areas for improvement or optimization.
- Developing use cases, user stories, and functional specifications to guide software development.
- Facilitating meetings and workshops to elicit requirements, gather feedback, and drive consensus.
- Working closely with developers, designers, and project managers to ensure successful project delivery.

\*Subject to change based on the project and appointment in different roles.



# OFFER LETTER

OL-2023: 0557

Dear **Kiruthika Subramaniam**,

## **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**

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 **18 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 will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men 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.

#### Note:

- *During your probation period you will be enrolled under the National Apprenticeship Training Scheme in compliance with the 'Apprenticeship Act 1961'. We will be submitting your basic information to NATS portal for enrollment, ensuring that the provided information remains strictly confidential within the government portal.*
- *Your job continuation/confirmation will be reevaluated if you are found to have any backlogs in academics or have not completed the course post joining Zifo.*

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

Regards,

Kamalahasan N  
Head – HR



October 13, 2023

Candidate ID: NM0011  
Ms. Koushika V  
koushika0811@gmail.com

Dear Koushika V,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. You work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

A handwritten signature in black ink, appearing to read "Arumugam N Vadivelu".

**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.*





# OFFER LETTER

OL-2023: 0556

Dear **Kumaresan Sundharamoorthy,**

## **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**

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 **18 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 will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men 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.

#### Note:

- *During your probation period you will be enrolled under the National Apprenticeship Training Scheme in compliance with the 'Apprenticeship Act 1961'. We will be submitting your basic information to NATS portal for enrollment, ensuring that the provided information remains strictly confidential within the government portal.*
- *Your job continuation/confirmation will be reevaluated if you are found to have any backlogs in academics or have not completed the course post joining Zifo.*

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

Regards,

Kamalahasan N  
Head – HR





Ref: HOSMAT/HR/2024  
Date: 01/04/2024

To,  
**Mr. Logeshwaran**  
Emp No.:2274,  
No. 105/26, NGGO Colony,  
Tiruppur, Dharapuram,  
Tamil Nadu-638656.

Dear Mr. Logeshwaran,

**Sub: Appointment for the post of Jr. Biomedical Engineer.**

With reference to your application and the subsequent interview held on 15/03/2024, we have the pleasure, in appointing you for the post of **Jr. Biomedical Engineer** on the following terms and conditions: -

A. Your salary breakup: -

1) BASIC+DA	18000
<b>TOTAL</b>	<b>18000</b>

- B. Your appointment is subject to you being found medically fit by the medical officer of HOSMAT.
- C. Your appointment will also be subject to satisfactory verification of character, antecedents, proof of age, credentials and proof of relieving from previous employment.
- D. You will work as Jr. Biomedical Engineer of HOSMAT Hospital for a minimum period of 2 years from the date of joining the organization. If you decide to leave within 2 years, you shall not render any kind of professional services in any capacity in any medical institution with in the geographical territory of Bangalore District (Urban & Rural) for a period of one year from the date of relinquishing the post from HOSMAT.

*S. Logeshwaran*

.....2





**HOSPITAL FOR ORTHOPAEDICS, SPORTS MEDICINE, ARTHRITIS & ACCIDENT-TRAUMA  
HOSMAT JOINT REPLACEMENT CENTRE, HOSMAT SPINE INSTITUTE  
HOSMAT NEURO CENTRE, HOSMAT MRI CENTRE**

- E. You will be on probation for a period of Six months from the date of your appointment in the first instance and this period may be extended, if considered necessary by the management. During the probationary period your services are liable to be terminated without notice, without assigning any reason whatsoever and without any liability for any compensation in lieu of notice. You will be deemed as confirmed in your post, only if you are intimated to that effect in writing. It is compulsory that two months' notice should be given while tendering your resignation, failure to tender two months' notice amounts to loss of pay for two months and other benefits.
- F. Your duties will be assigned by the management from time to time, and you should be prepared to serve in any situation, unit, department, division or shift to which you may be assigned from time to time.
- G. Duration of work in 8.5 hours for day shift and 12 hours night duty. Please note that your working hours may stretch beyond the prescribed working hours in a shift owing to exigencies of the work, patient conditions and hospital needs.
- H. If you absent yourself without permission for a period of 7 continuous days. You will be deemed to have abandoned your employment thereby bringing about the termination of your service with the institution automatically.
- I. You should make your own arrangements for transport.
- J. During your employment, you will be governed by the rules, regulations of service, conduct rules and discipline and the standing orders of HOSMAT which are in force now or as may be amended, altered, extended or established from time to time and your agreement to obey all such rules, regulations and standing orders.

*A. Logeshwaran*



**HOSPITAL FOR ORTHOPAEDICS, SPORTS MEDICINE, ARTHRITIS & ACCIDENT-TRAUMA  
HOSMAT JOINT REPLACEMENT CENTRE, HOSMAT SPINE INSTITUTE  
HOSMAT NEURO CENTRE, HOSMAT MRI CENTRE**

- K. Your appointment is subject to posting, in any of the units of HOSMAT, as the management deems fit.
- L. Your employment will be subject to the condition that you will not engage yourself in any other work business or carry-out any other assignment, without the prior written permission of the hospital. Nor disclose any information which has come to your knowledge during the period of your service, the disclosure of which is likely to be prejudicial to the interest of the hospitals.

M. You will be governed by the leave rules of the HOSMAT.

If the above offer and the terms and conditions are acceptable to you, please return the duplicate copy of this appointment letter duly signed by you as token of your acceptance of the above terms and conditions.


Your faithfully,

  
**Dr. Ajith Benedict Rayan**  
Medical Director.

I have read and understood the above terms and conditions and I accept the same.

Place: BANGALORE

Date: 1.4.24

  
Signature of the candidate



Ref Code: ILM/CI/2024-2025/229

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Ms. Manju R E

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/229

**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. (Online mode or a combination of 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:**  
  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.



Ref Code: ILM/CI/2024-2025/229

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.**
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/229

## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/229

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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











**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.

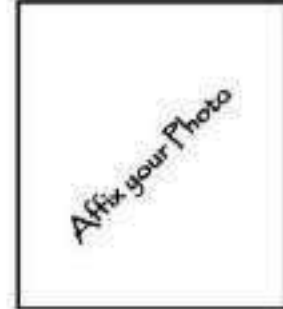
## Letter of Acceptance

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**



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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**

October 13, 2023

Candidate ID: NM0016  
Ms. Mithra K  
mithrak1008@gmail.com

Dear Mithra K,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. You work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

A handwritten signature in black ink, appearing to read "Arumugam N Vadivelu".

**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.*





**Iderize Technology Solutions Private Limited**

First Floor 5, Kumbhat Complex,  
700, Poonamallee High Road,  
Aminjikarai, Chennai,  
Tamil Nadu-600029  
Tel:+91 9042497950

**July 26, 2024**

**Mohammed Aswath L**

78/80 Kandasamy 2nd Street,  
Karungalpalayam, Erode,  
Tamil Nadu-638003.

**Subject: Offer Letter of Employment**

**Dear Mohammed Aswath L,**

On behalf of **Iderize Technology Solutions Private Limited**, I am pleased to confirm our offer of employment to you as **“Software Engineer I”** based in Coimbatore. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you discussed and we are excited with the prospect of you joining our organization on **August 01, 2024**.

As part of your annual compensation, you will receive a Total Salary of **Rs 3,50,000** and will be eligible for a performance-linked variable bonus. This amount may vary, depending on the company's performance and your performance. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager. Any amount paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached **Annexure A**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the company. At the time of formally resigning from services, you shall have to serve the notice period of **60 days**.

Your employment with us will be governed by the **Terms and Conditions** as detailed in **Annexure B**, as well as any, and all rules, regulations, guidelines, policies, and practices of the Employer. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independent Representation requirements, as further explained in **Annexure B**

We hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join our organization on **August 01, 2024**, or an alternative mutually agreed upon date.

We are on a bold mission to create the best software services & offering in the world to work on startups in nascent industries and greenfield projects to large-scale enterprises. As a growth-stage



company, we combine the depth of capabilities and resources of our leadership with the ambition, culture, and agility of a startup.

At the time of joining, it is mandatory for you to submit the documents mentioned below.

- 2 Passport-size Photos
- Aadhar Card - Photostat
- Educational Certificates - Photostat
- Relieving Letter from all your previous organization
- 3 Months Payslip

This letter and employment application is intended to be final. Please sign below in the space provided within two business days to accept the offer and the terms of this letter.

**Mohammed Aswath L**, everyone from our organization joins me in extending to you congratulations and warm regards. We look forward to you joining our team. Please do not hesitate to call us for any information you may need.

\*techjays is a brand owned and operated by **iderize Technology Solutions Private Limited**

Sincerely,  
techjays  
**iderize Technology Solutions Private Limited**

A handwritten signature in black ink, appearing to read "Philip Samuelraj", is written over a horizontal line. The signature is fluid and cursive.

**Philip Samuelraj**  
Director

## Annexure A

Description	Monthly	Annual
Basic Pay	13,813	1,65,750
HRA @ 30% of the basic	4,143	49,725
Special Allowance*	7,327	87,925
Company's contribution to PF	1,800	21,600
Incentive*		25,000
<b>Total Compensation</b>	<b>27,083</b>	<b>3,50,000</b>

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

- Insurance Coverage of INR 4,00,000 per annum for self and immediate family members
- Gratuity, on separation after 5 years of continuous service, payable as per the Payment of Gratuity Act.

**Special Allowance\*:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you.

**Incentive Indication\*\*:** The incentive amount will be lower or higher, as the case may be depending upon your performance and that of the Company.

*\*All compensation and benefits are based on the employee's position with the Employer in India.*

*\*Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws*

## Annexure B

### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**

In consideration of my employment by **iderize Technology Solutions Private Limited**, an employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **First Floor 5, Kumbhat Complex, 700, Poonamallee High Road, Aminjikarai, Chennai, Tamilnadu-600029**, I acknowledge and agree that:

#### **Terms and Conditions**

**Statement of facts:** The Company has made the offer of employment based on the bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to terminate your services.

**Confidentiality:** I acknowledge that, by virtue of my employment, I will acquire and be exposed to, have access to, make use of, and/or create Confidential information. Therefore I agree to hold in trust and confidence all such Confidential information. I will neither disclose any such Confidential Information to anyone outside of the employer without the prior written approval of an Authorized Signatory, except as required by my authorized duties for the employer nor use any such Confidential Information for any purpose other than for the benefit of **iderize Technology Solutions Private Limited**

**Hours of work:** The working day shall comprise eight working hours and a lunch break for an hour. Though the normal working hours are between 9.00 a.m. and 6.00 p.m. from Monday to Friday, please note that there may be instances where project demands necessitate extending beyond these hours. Work from home option is allowed on a need basis.

**Separation from the company:** At the time of formally resigning from service you shall serve the 60 days "Notice Period". When you formally resign from the service, the Company may, at its discretion, permit you to pay up for the notice period in lieu thereof on your Annual Gross Compensation. Your probation period will be for three months starting from the joining date. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. During this period either of us may terminate your employment by giving 1 week written notice.

If your services are terminated by the Company due to misdemeanor, unsatisfactory performance, due to misleading or false information is the reason, or any other disciplinary matter during any of your employment with Iderize, no salary is payable for the Notice Period. If 'termination of services' is due to any other reason, the Company will pay your salary for the Notice Period starting from the date on which the Company informs you of such matters.

**Leave and vacation:** From the date of your joining, you will be entitled to 6 days of Sick Leave, 4 days of Personal Leave, and 12 days of vacation leaves per year. You shall be entitled to avail leaves only with prior approval from your Manager.

**Other Benefits:** Your salary revision and bonus are based on your performance and the company's performance in a year.

**Incentive Indication:** The incentive amount will be lower or higher, as the case may be depending



upon your performance and that of the Company. It will be subjected to your being present in the company as an active and full-time in the company's payroll as of the day the incentive is rolled out.

**Intellectual Property Agreement:** In consideration of the employment by **Iderize Technology Solutions Private Limited**, I **Mohammed Aswath L** acknowledge and agree that I am employed at **Iderize Technology Solutions Private Limited** at free will, based on my employment offer letter, and without any compulsion such as bond. In the event of formally separating from the company, I acknowledge that the terms mentioned in 'Annexure B - Separation from the company' shall be followed. I acknowledge that all notes, artwork, presentations, distribution plans, technical information, workflows, strategies, business plans, discoveries, concepts, ideas, innovations, improvements, developments, methods, designs, analyses, drawings, sketches, writings, photography, reports, software, code, data or copyrightable work (whether or not including any confidential information) and all registrations or applications related thereto, all other proprietary information and all similar or related information which are conceived, developed, made, discovered, authored, invented or reduced to practice by Employee (whether alone or jointly with others) within the scope of Employee's employment ("Work Product") belong to the Company.

I agree that during my Employment, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an authorized Signatory. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and **Iderize Technology Solutions Private Limited** become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the **Iderize Technology Solutions Private Limited** for any legal defense costs and/or damages related to any such claim.

"PriorWorks" are Work Products that I have created prior to employment with the Company. I agree that I will not incorporate any portion of any Prior Works into or use any Prior Works in any work I may undertake as part of my employment at the Company. If, notwithstanding the foregoing, I incorporate or use any Prior Works in any work as part of my employment at the Company, I hereby grant to the Company (and its designees) a perpetual, irrevocable, non-exclusive, royalty-free, worldwide, assignable, sublicensable (through multiple layers) license under all intellectual property and other rights (including notes, artwork, presentations, distribution plans, technical information, workflows, strategies, business plans, discoveries, concepts, ideas, innovations, improvements, developments, methods, designs, analyses, drawings, sketches, writings, photography, reports, software, code, data or copyrightable work) in any such Prior Works for all purposes in connection with Company's current and future business. If I own any Prior Works that are relevant or related to my work or employment duties at the Company, I have disclosed description of such items to the company at the time of joining.

**Open Source Contribution Agreement:** I acknowledge and agree to the following terms as part of my contribution to open source projects during my employment:

**Pre-Approval Requirement:** I agree to seek and obtain written approval from my direct supervisor or designated company authority before starting any work on open source projects. My proposal will include details about the nature of my contribution, the open source project, and the licensing terms under which the project operates.

**Use of Company Accounts:** I agree to make all contributions to open source projects through an official company account and not through any personal account. This ensures transparency in the

contributions I make and safeguards the company's and my own rights and obligations under the applicable open source licenses.

I agree that I will not violate or attempt to violate the intellectual property rights, interests or title of any third party. I will not, while employed by the Company, use or disclose any proprietary information, intellectual property, Confidential Information or trade secrets of any former employers or other third parties and I will not store on any Company device or bring on to the premises of the Company Any Documents (regardless of the media on which those documents are contained) or any property belonging to my former employers or other third party unless consented in writing by the relevant employer and/or third party. I shall indemnify, hold harmless and (at Company's request) defend the Company and its partners, officers, directors, employees and other representatives from any breach (or claim that if true would be a breach) of the foregoing covenant. My obligations under this Section shall remain in effect and survive any termination or expiration of My employment or these Terms of Employment. Company shall be entitled to immediate injunctive relief claim damages (liquidated or unliquidated) or similar relief and/or take disciplinary action (including but not limited to termination) upon potential or actual breach of this Section by me. Company's right under this clause is notwithstanding any other right available to the Company under these Terms of Employment or otherwise.

During the period of my employment I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with **Iderize Technology Solutions Private Limited** whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of **Iderize Technology Solutions Private Limited**, or otherwise create a conflict, or the appearance of a conflict, of interest with **Iderize Technology Solutions Private Limited**. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of **Iderize Technology Solutions Private Limited**, accepting payments of any kind or gifts of any value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with **Iderize Technology Solutions Private Limited**, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

**Payouts at the time of joining:** If I leave **Iderize Technology Solutions Private Limited** within a year of joining, I will be liable to refund any notice buyout, joining bonus, festival bonus and relocation amount or any other amount paid apart from the monthly salary at the time of joining.

**Background checks and verification:** I recognize and approve **Iderize Technology Solutions Private Limited** right to verify my credentials either directly or indirectly through any third party agency. This verification may include the utilization of my documents provided to the company for validation purposes. In such cases verification indicates that the necessary information/documents have not been provided by me or information provided by me is false/inaccurate, **Iderize Technology Solutions Private Limited** reserves the right to terminate my employment forthwith.

Should I be found guilty at any time of neglect of work, sexual harassment of women colleagues at work, insubordination, indulgence or abetment of any misconduct involving moral turpitude or commit any act which in the sole opinion of the company is or is likely to be detrimental to its image, interest or subversive of discipline, the company shall take disciplinary action including termination of your appointment without notice.

I acknowledge that I agree with **Iderize Technology Solutions Private Limited's** non-solicitation agreement that I shall not solicit any business clients, bring over any employees, or use any confidential information that was related to my position at Iderize Technology Solutions Private Limited for a period of 36 months after I leave the company

I understand that while employed with **Iderize Technology Solutions Private Limited**, I will use and have access to the Systems. I also acknowledge that **Iderize Technology Solutions Private Limited** has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of **Iderize Technology Solutions Private Limited** business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the Systems only for approved business purposes and not for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the systems for the purpose of obtaining **Iderize Technology Solutions Private Limited** Property for a competitor of a **Iderize Technology Solutions Private Limited**, transmitting **Iderize Technology Solutions Private Limited** Property to me (e.g., emailing Confidential information to my personal email address) or to a third party for purposes other than furthering the business objectives of **Iderize Technology Solutions Private Limited** I am not authorized to download a **Iderize Technology Solutions Private Limited** Entity's Confidential Information or other **Iderize Technology Solutions Private Limited** Property to removable media such as a CD, disk or thumb drive other than as authorized for furthering the business objectives of **Iderize Technology Solutions Private Limited**.

I will be responsible for the safekeeping and return in good condition and order of all the **Iderize Technology Solutions Private Limited** Property that may be in my use, custody, care or charge. For the loss of any **Iderize Technology Solutions Private Limited** Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

Signature

Date:

**Mohammed Aswath L**

## Declaration Form

I, **Mohammed Aswath L** , hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences and may be rejected or terminated from service at any point of time.

Also, I hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records or shall be provided to the employer on the mutually agreed upon start date.

Signature

Date

**Mohammed Aswath L**





Ref. No:HR/Corp/Apt./3669/2024

## LETTER OF EMPLOYMENT

This employment agreement (“Agreement”) is made at Hyderabad on this 16 May, 2024 BY AND BETWEEN Nephrocare Health Services Private Limited (operating under the brand name of NephroPlus), a company incorporated and registered under the Companies Act, 1956, having its registered office at 5th Floor D-Block, iLabs Centre, Plot:18, Software Units Layout, Survey No:64, Madhapur, Hyderabad - 500081, Telangana, through its authorized signatory, Ms. Chithra Battini, Deputy General Manager – HR (hereinafter referred to as “NephroPlus” or “The Company” or “We”, which expression shall, unless it is repugnant to the context or meaning thereof, be deemed to mean and include its representatives, successors and assigns) of the ONE PART;

### AND

Mohan Kumar Murugesan, S/o. / D/o. aged 21 about years, residing at (hereinafter referred to as “Employee” or “you”, which expression shall, unless it is repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, legal representatives, successors and permitted assigns) of the OTHER PART.

### WHEREAS

- A. The Company is engaged in the business of hemo dialysis and peritoneal dialysis, and kidney transplant.
- B. The Company requires the services of an efficient, qualified, capable and experienced person to do his/her duties and responsibilities, and act as the Executive of the company.
- C. The Employee has represented to the company that he has the necessary qualifications, experience, expertise and capability to do his/her duties and responsibilities, and has expressed his/her willingness to accept the appointment and act as the Executive of the company.
- D. The Company has agreed to appoint the Employee as Executive of the company and the Employee has agreed to accept his/her appointment as such, on the terms and conditions hereinafter contained.

NOW THEREFORE, in consideration of this and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

### CLAUSE 1 – Employment – Job Description-Duties

1.1. The Company hereby appoints the Employee and the Employee agrees to serve the Company as the Executive of the company from 16 May, 2024 and on such terms and conditions as may be decided by the Company from time to time.

1.2. As the Executive of the company, the Employee shall perform such duties and responsibilities as described in their job description as amended from time to time by the company and functions related thereto, with efficiency, diligence, care and conscientiousness. The Company, at its sole discretion, has the right to change functions, duties, responsibilities, roles, and/or location of the Employee and the Employee shall abide by such changes as intimated to the Employee by the Company from time to time.

1.3. The Employee shall devote his/her best efforts to promoting the interests of the Company and its operations at all times and work for such hours as may reasonably be required for the proper performance of his/her duties.

1.4. The Employee shall be strictly bound by the Company’s policies, and other service rules and regulations under all applicable laws which may change from time to time.

### CLAUSE 2- Term of employment

2.1. The Employee’s employment with the Company shall commence on the Joining Date, on which date the Employee reports to the office and submits the joining report, and shall continue unless earlier terminated in accordance with the terms of this Agreement.

2.2. The Employee shall be on probation for a period of 6 (six) months from the Joining Date (“Probation Period”).

2.3. Notwithstanding anything hereunder, the Company hereby reserves the right to extend the Probation Period, as it may deem appropriate, to assess the performance of the Employee. Upon the expiration of the Probation Period, the Employee’s position at the Company shall not be deemed to be permanent unless it is expressly established by the Company in writing.

### CLAUSE 3 – Country of employment

The Employee shall perform his/her duties in India and at such other place as may be directed by the company. The Employee may also be required to undertake travel and stay outside India in connection with his/her job responsibilities.

### CLAUSE 4 – Remuneration and benefits

4.1 In consideration of the services performed by the Employee, the Company shall pay a Rs.2,73,324/- per annum (Rupees Two Lakhs Seventy three Thousand Three Hundred Twenty Four Rupees Only)

4.2 The Company reserves the right to, but shall not be obligated to, revise the Employee remuneration as it may from time to time determine, based

on performance of the Employee.

4.3 The Employee, if eligible as per Company policy, will be entitled to participate in and avail the benefits under the Provident Fund Scheme, Gratuity Scheme, Employees State Insurance Scheme or any other employee benefit plan as the Company may offer to its employees from time to time.

4.4 All payments made and perquisites provided hereunder by the Company to the Employee shall be subject to applicable statutory tax withholdings.

#### **CLAUSE 5 – Holidays and Vacation**

5.1. The Employee shall be entitled for leaves as per the Company policy.

5.2 The leave entitlement is subject to discretion of the Company and shall not be claimed as a matter of right by the Employee. Any unauthorized absence from work for a continuous period of 3 days or more without any reasonable cause may lead to termination of employment, at the option of the Company

#### **CLAUSE 6 – Expenses**

6.0 The Company shall reimburse the Employee all the reasonable business expenses incurred by him and arising out of or in proximate connection with his/her employment to fulfill his/her job responsibilities.

#### **CLAUSE 7 – Inventions and Copyrights**

7.1. All rights, inventions, designs, improvements, products and processes in which the Employee is involved or has contributed either directly or indirectly, with his/her skills, knowledge or intellect either individually or as part of a team during the currency of this Agreement and pertaining to the operations or business of the Company, shall to the fullest extent permitted by law be deemed as “work-for-hire” under a contract of service and be the undisputed property of the Company and the Employee shall not derive any right, title, interest or claim with respect to such rights, inventions, designs, improvements, products and processes.

7.2. For the purposes of Clause 7.1 above, the Employee shall promptly disclose and deliver to the Company all the information proprietary to the Company including but not limited to formulae, charts, manuals, presentations and such other material, confidential, sensitive and/or non-public information in his/her possession necessary to impart a full understanding of the said improvement, invention, processes, systems or designs. It shall be the duty of the Employee to assist, at all times and with all reasonable means, the Company and its nominees to secure protection of the said improvements, inventions, processes, systems or designs in any and all countries.

7.3. The Employee hereby agrees and confirms that the Company shall hold the sole and exclusive ownership rights of all present and future copyright in all records produced by him/her in any form capable of being owned and protected as a copyright. The Employee shall have no claim to such copyright notwithstanding that it is the product of his/her labor and involves his/her time, skill, knowledge and intellect where it pertains to the business operations of the Company and is carried out pursuant to his/her employment with the Company. The Employee further undertakes to indemnify and keep indemnified, the Company for any financial or reputational loss caused due to unauthorized trading of such information proprietary to the Company.

7.4. The Employee understands that for the copyrights to vest in the Company as above, he may be required to make an assignment of copyright by execution of adequate documents from time to time, and undertakes to do the same.

7.5. The Employee hereby unconditionally and irrevocably appoints the Company as his/her attorney for the purpose of executing in the name and on behalf of the Employee, all such deeds and documents as may be required to give effect to the Clauses above.

7.6. The Employee hereby irrevocably and unconditionally waives all rights, whether legal or equitable under any law in any jurisdiction in and to any and all records written, created or devised by him whether solely or jointly and pertaining to the operation or business of the Company or resulting from or suggested by anything which the Employee shall have done pursuant to his/her employment with the Company.

7.7. The confirmation and assignment contained in Clause 7.3 and Clause 7.4, the waiver contained in Clause

7.6 together with the assistance provided for in Clause 7.2 shall not be affected by reason of the termination of this Agreement.

7.8. The Employee acknowledges that his/her salary includes compensation for the confirmation and the assignment to the Company of all intellectual rights with respect to such inventions, designs and or improvements.

#### **CLAUSE 8 – Confidentially**

8.1. The Employee shall be required to maintain strict confidentiality with respect to the following (“Confidential Information”): any and all information or data made available to the Employee during the course of his/her employment with the Company concerning or related to the Company, including without limitation: (a) all analyses, forecasts, reports, customer lists, business practices, upcoming products, marketing plans, studies, agreements and other documents, whether prepared, developed or created by the Company, the Employee, Company’s employees or a third party; (b) all matters connected with or incidental to his/her employment with the Company; and/or (c) the subsidiaries or affiliates, subcontractors, hospital partners, or any other individuals or companies having any kind of association or relationship with the Company, and/or its affiliates or subsidiaries.

8.2. The Employee may be required to sign an appropriate acknowledgement of confidentiality in this regard. The Employee is required, during the continuance of this Agreement and for a period of 1 year after the termination thereof, to observe strict secrecy as to the Confidential Information. The Employee shall not, either during the continuance of this Agreement or after the termination date thereof without the prior written consent of the Company, divulge to any third party any Confidential Information, including without limitation: a) any information concerning the business accounts or finance plans or strategies of the Company; b) any trade secrets of the Company including know-how and confidential transactions; or c) any other information confidential to the Company which has or may have come to his/her knowledge during his/her employment with the Company; unless and until such Confidential Information shall have come into the public domain otherwise than as a result of direct or indirect disclosure by the Employee.

8.3. All documents, records, data, apparatus, equipment and physical property, whether or not pertaining to Confidential Information, which are furnished to the Employee by the Company or are produced by the Employee in connection with the Employee’s engagement shall be and remain the sole property of the Company and the Employee shall immediately return to the Company or destroy, without retaining any copies, and certify such destruction in writing, all such materials and property, including any material or medium from which any Confidential Information may be ascertained or derived, upon being required to do so by the Company and upon the expiration / termination of this Agreement.

#### **CLAUSE 9 – Restrictions**

9.1 Non-Compete: The Employee hereby agrees and accepts that, during the Employment Term and/or thereafter for a period of 1 (one) year, the Employee shall not, without the written consent of the Company, directly or indirectly, as an individual, employee, consultant, independent contractor, partner, shareholder, unit holder, member or in association with any third person:

(i) set up, carry on, solicit business on behalf of, render any services to, engage in, be interested in, guarantee any obligations of, extend credit to, or have any ownership interests, develop, manage, establish, operate or cause to be operated or consult or carry on any affiliation in a business similar to that of the Company or competing with it;

(ii) assume management, directorship, or lead responsibility in any competing business;

(iii) solicit, render services to or for, or accept from, anyone who is a client or customer of the Company (whether present or future), any business of the type performed by the Company, or persuade or attempt in any manner to persuade any client or customer of the Company to cease to do business or to reduce the amount of business which any such client or customer has customarily done or is reasonably expected to do with the Company, whether or not the relationship between the Company and such client or customer, as the case may be, was originally established, in whole or in part, through the Employee's efforts. Notwithstanding anything hereinunder, it is clarified that this sub-clause shall not be applicable to the Employee if the Employee is a member of the quality, clinical research, transition and clinical department.

9.2 Non-Solicitation: The Employee acknowledges that the ability of the Company to conduct and operate its business depends upon its ability to attract and retain skilled people, customers, suppliers and that the Company has and will continue to invest substantial resources in training such people. The Employee hereby agrees that, during the Employment Term and/or thereafter for a period of 1 (one) year, the Employee shall not, without the written consent of the Company:

(i) directly or indirectly, partner with or enter into any activity or hire or attempt to hire for any purpose whatsoever (whether as an employee, consultant, advisor, independent contractor, partner or otherwise) any employee of the Company or any person who was an employee of the Company at any time during the last 12 (twelve) months of the Employee's engagement with the Company, irrespective of whether or not such employee would commit a breach of contract by reason of leaving the employment of the Company, and the Employee shall use its best efforts to prevent any of its related entities or persons from taking any such action;

(ii) disclose to or reveal to any third party or use any knowledge or information about any the names, backgrounds or qualifications of any employees of the Company or otherwise identify them as potential candidates for engagement;

(iii) personally or through any other person, approach, recruit or otherwise solicit employees of the Company or any person who was an employee of the Company at any time during the last 12 (twelve) months of the Employee's engagement with the Company to work for any other employer, irrespective of whether or not such employee would commit a breach of contract by reason of leaving the employment of the Company; and

(iv) persuade any person who is a client/customer of the Company, to cease doing business or to reduce the amount of business which any such person has customarily done or might propose doing with the Company.

9.3 The Employee hereby agrees and confirms that any breach of the obligations set out in this Clause shall be deemed to be a material breach of the obligations of the Employee under this Agreement and the same shall evidently survive the termination of this Agreement.

9.4 The Employee acknowledges and agrees with the Company that the restrictions contained in this Clause are fair and reasonable in the commercial circumstances of the Agreement and reasonably protect the legitimate business interest of the Company and its affiliates, and do not constitute any undue restraint of trade on the Employee.

9.5 The Employee acknowledges and agrees that a breach by the Employee of any of the covenants herein contained in this clause would result in damages to the Company and its affiliates and, without prejudice to any other legal remedies available to the Company under applicable law, the Employee agrees to pay liquidated damages to the Company, as it may be determined by the Company, for such breach.

9.6 The Employee acknowledges and agrees that any breach or threatened breach of this Clause would give rise to irreparable harm to the Company and its affiliates and may lead to termination of engagement of the Employee in accordance with the terms of this Agreement.

#### **CLAUSE 10 – Termination**

10.1 Termination by either Party for convenience:

10.1.1 Termination during Probation Period: In the event that either Party is desirous of terminating this Agreement during the Probation Period, for any reason, such Party shall give 1 (one) month's prior written notice to the other Party or salary in lieu thereof. However, it shall be the sole discretion of the Company whether the Employee shall be required to serve the notice period or give salary in lieu thereof.

10.1.2 Termination after confirmation as a permanent employee: In the event that the either Party is desirous of terminating this Agreement after confirmation of the Employee as a permanent employee at the Company (viz. post the expiration of Probation Period), such Party shall give 2 (two) month's prior written notice to the other Party or salary in lieu thereof. However, it shall be the sole discretion of the Company whether the Employee shall be required to serve the notice period or give salary in lieu thereof.

10.2 Termination by Company for Cause:

10.2.1 Upon occurrence of a Cause event, the Company may terminate this Agreement with immediate effect, irrespective of whether during the Probation Period or after confirmation as a permanent employee (viz., post expiration of the Probation Period), without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. For the purpose of this Agreement, the term "Cause" shall include, without limitation:

(i) Misconduct, fraudulent, dishonest, insobriety or undisciplined conduct of the Employee, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property.

(ii) In the event that the Employee is accused or found guilty, by a court of competent jurisdiction or by the internal vigilance team of the Company, of a criminal offence or the offence of moral turpitude, theft or otherwise where the Employee's presence within the premises becomes a threat for the peaceful conduct of business operations of the Company.

(iii) Insubordination or failure to comply with the directions given to the Employee by persons so authorised.

(iv) The Employee's work or conduct is found not satisfactory to the Company. The decision of the Company with regards to the same shall be conclusive and binding on the Employee.

(v) Commits any act or omits the performance of any action which would be prejudicial to the interests of the Company, its clients, and/or business partners.

(vi) In the event that the Employee becomes physically or mentally incapable of performing the Employee's Duties and other obligations under this Agreement.

(vii) In the event that the Employee makes a deliberate attempt to injure the Company or conduct that discredits the Company or is detrimental to its reputation or committing any criminal offence involving moral turpitude.

(viii) The Employee's insolvency or breach by the Employee of any of the terms of this Agreement or of the Company's Policies or other documents or directions of Company, or the Employee's unauthorized or unapproved absence from the place of work for more than 3 (three) consecutive working days.

(ix) Any act which constitutes unlawful discrimination or harassment, whether on the grounds of sex, sexual orientation, race, caste, ethnicity, origin, nationality, disability, age, religion or beliefs.

(x) Knowingly providing information or documentation which is false or amounts to the misrepresentation of facts or suppressing material information which is critical to the Company.

- (xi) Violent, abusive and intimidating behaviour, either physical or verbal.
  - (xii) Gross negligence and interference with the equipment belonging to the Company.
  - (xiii) Unauthorized access to or inappropriate use of Company's computer, email and internet systems or use of unapproved software.
  - (xiv) Upon commission of a breach of any term of this Agreement provided that the Employee fails to remedy the breach within 6 (six) working days from the receipt of the written notice from the Company to remedy such breach.
- 10.3 It is hereby agreed that due to any reasons which are beyond the reasonable control of the Company or if the Company undergoes a financial crisis, the Company, at its sole discretion, may implement furlough, which the Employee shall agree to it and shall go on an unpaid leave till the Company calls him/her back. The Company, in such circumstances, shall intimate you in writing while implementing furlough.

#### 10.4 Consequence of Termination:

10.4.1 The Employee acknowledges and agrees that the Employee shall not be allowed to take any leave during the notice period (whether under clause 10.1.2 or clause 10.2.2), except the weekly offs and leaves declared by the Company, if any, which forms a part of the notice period.

10.4.2 The Employee agrees and accepts to continue adherence to the rules, regulation and Company Policies that are applicable on the Employee during the notice period.

10.4.3 The Employee agrees and accepts that the Employee shall not later than the effective date of termination handover charge to such person or persons as may be nominated by the Company in that behalf and shall immediately return to the Company or destroy, without retaining any copies, and certify such destruction in writing, all original and copies of Confidential Information and other material or medium from which any Confidential Information may be ascertained or derived. The Employee shall also immediately return to the Company any property belonging to the Company that is in the possession of the Employee.

10.4.4 Upon the expiration or the termination of this Agreement, the Company will make payment of the Employee's dues as full and final settlement under this Agreement. The Employee agrees that such full and final settlement of dues shall be subject to deductions by the Company towards dues or damages payable by the Employee to the Company, if any.

10.4.5 Without prejudice to the Company's other rights and remedies under law or equity, the Company reserves the right to withhold the full and final settlement of the Employee's dues if the Employee has (a) not returned Confidential Information shared with the Employee or any property belonging to or owned by the Company; or (b) caused any damage to the property belonging to or owned by the Company or loss to the business or reputation of the Company. Further, the Company reserves the right to withhold the full and final settlement of the Employee's dues if this Agreement is being terminated by the Company for Cause as per the terms of this Agreement.

10.4.6 Notwithstanding anything to the contrary, if this Agreement is terminated for any reason whatsoever in accordance with the terms hereof, the Employee shall not be entitled to claim any damages, loss or indemnification caused due to such termination and the Employee waives all rights for such claims, losses or damages which he may be entitled to under any law or in equity.

10.4.7 The Employee acknowledges and agrees that, in the event of termination of this Agreement, notwithstanding anything in this Agreement, the terms of this Agreement relating to Data Protection, Confidentiality, Intellectual Property and Inventions, Indemnification and Equitable Relief, and Non-Compete and Non-Solicitation shall continue to survive the termination of this Agreement.

### **CLAUSE 11 – INDEMNIFICATION**

11.1 You agree that you shall not do, cause or authorize to be done anything, which will or may impair, damage or be detrimental to the rights, reputation, goodwill or business of the Company.

11.2 You agree that you will be responsible for the safe keeping and return in good condition and order all the Company Properties that you may have access to or which may be in your use, custody, care or charge. In the event of loss or damage to any Company Properties in your possession pursuant to your failure to keep such Company Properties safe and in good working condition to the satisfaction of the Company, the Company will have a right to assess on its own basis and recover the damages of such damaged Company Properties from you and to take such other action as it deems proper, without prejudice to the legal remedies available to the Company under applicable law. For the purpose of this Agreement, "Company Properties" shall include without limitation cash in hand of the Company, any machinery, equipment, furniture, etc. placed at the workplace of the Company products owned by, developed by and/or belonging to the Company, documents owned by and/or belonging to the Company, etc.

11.3 The Employee agrees to indemnify and keep indemnified the Company, its affiliates, officers, directors, employees, agents, successors, assigns and representatives from and against any and all costs, taxes, losses, claims, interests, damages, liabilities, judgments, proceedings, demands and expenses (including reasonable fees of attorneys and other professionals) which the Company may incur or which may be made against the Company as a result of breach of this Agreement and/or as a result of wilful misconduct, fraud, cheating, misappropriation or gross negligence on the part of the Employee. The Employee agrees to indemnify the Company, during the Employment Term and, in the event of expiration / termination of this Agreement, thereafter.

11.4 The Employee acknowledges and agrees that in the event of breach of any of the terms in this Agreement or any other amendments thereof, monetary damages would be inadequate to fully compensate the Company. The Employee agrees that any such violation or threatened violation will cause irreparable injury to the Company and that, in addition to any other remedies that may be available, in law, equity or otherwise, the Company shall be entitled to seek equitable relief, including, but not limited to temporary and permanent injunctive relief against any threatened or continuing breach of this Agreement or any other amendments or addendum thereof, without the necessity of proving actual damages.

### **CLAUSE 12 – General Provisions**

12.1. The termination of this Agreement howsoever arising shall not affect such of the provisions hereof, as are expressed to operate or have effect the termination of this Agreement and shall be without prejudice to any right of action already accrued to either party in respect of any breach of this Agreement by the other party.

12.2. The Employee agrees that he shall be bound by the rules and policies of the Company as may be applicable, from time to time.

12.3. The Employee hereby agrees and accepts that, during the subsistence of this Agreement, except with the prior written consent of the Company, the Employee shall not belong to or have any financial interest in any business or organization which gives rise or may give rise to conflict of interest with the Company. In the event that it comes to the knowledge of the Employee that any such conflict of interest exists or may exist or if there is any potential for a conflict of interest arising, the Employee shall immediately notify the Company.

12.4. The Employee agrees that the Employee shall not disparage the Company and/or its affiliates at any time whether during the Employment Term or, in the event of expiration / termination of this Agreement, after such expiration / termination. The Employee further agrees that the Employee shall not make or publish any derogatory or disparaging statement about the Company and/or any of its affiliates, whether oral or in writing, which is intended to, or which may be reasonably expected to damage or lower the Company's and/or its affiliates' reputation and goodwill or bring them into disrepute or ridicule.

12.5. All prior agreements between the Employee and the Company with respect to the employment provided for herein are superseded by this Agreement.

12.6. The construction, validity and performance of this Agreement shall be governed by the laws of India and the courts in Hyderabad shall have exclusive jurisdiction.

12.7. No modification or amendment of this Agreement shall be valid or binding unless made in writing and, in the case of an amendment, executed



by the Company and in the case of a waiver, by the party against whom the waiver is to be effective. No failure or delay of any party to insist upon the strict performance of any of the terms, conditions and provisions of this Agreement shall be construed as a waiver or relinquishment of future compliance therewith nor shall any single or partial exercise thereof include any other or further exercise thereof or the exercise of any other right, power or privilege and said terms, conditions and provisions shall remain in full force and effect unless and until waived in writing by such party.

12.8. If any provision of this Agreement shall be prohibited by law or adjudged by a court to be unlawful void or unenforceable such provision shall to that extent be severed from this Agreement and rendered ineffective as far as possible without modifying the remaining provisions of this Agreement and shall not in any way affect any other circumstances or the validity or enforcement of this Agreement. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

12.9. All notices and other communication in respect of this Agreement shall be given in writing and sent by registered post acknowledgment due or courier or facsimile transmission to the addressee party at its address and facsimile number set forth below:

To the Company:

To the Employee:

Chithra Battini

Deputy General Manager – HR

Email: Chithra\_b@nephroplus.com

Address: Plot No. 83 & 84, Road No. 2, Park View

Enclave, Banjara Hills, Hyderabad – 500034, Telangana

Name: Mohan Kumar Murugesan

Email : mm9676238@gmail.com

12.10. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties have entered into his/her Agreement the day and year first above written.

Start date of employment: 16 May, 2024 For Nephrocare Health Services Private Limited.

For Nephrocare Health Services Private Limited.

Chithra Battini

Deputy General Manager- HR

Accepted: Mohan Kumar Murugesan

Annexure			
<b>Employee Name :</b>	Mr.Mohan Kumar		
<b>Designation :</b>	Executive-RO Engineering	<b>Department :</b>	Bio Medical
<b>Grade :</b>	G21	<b>Band :</b>	Band 4
<b>Components</b>		<b>Per Month (In INR.)</b>	<b>Per Annum (In INR.)</b>
Basic		9609	115308
House Rent Allowance		3844	46128
Leave Travel Allowance		0	0
Fuel & Maintenance		0	0
Driver Salary		0	0
Food Coupon		0	0
Special Allowance		5764	69168
<b>A. Gross Salary</b>		<b>19217</b>	<b>230604</b>
<b><u>Employer Contribution</u></b>			
Provident Fund Contribution		1800	21600
ESIC Contribution		660	7920
St. Bonus		1100	13200
Annual Variable Bonus		0	0
Accommodation Allowance		0	0
Gratuity		0	0
<b>B. Total</b>		<b>3560</b>	<b>42720</b>
<b>C. Total Cost To Company ( A+ B )</b>		<b>22777</b>	<b>273324</b>
<b><u>Monthly Deductions</u></b>		<b>Per Month (In INR.)</b>	
Employer's Provident Fund Contribution		1800	
Employee Provident Fund Contribution		1800	
Employer's ESIC Contribution		660	
Employee's ESIC Contribution		152	
P.T.		200	
TDS		0	
GHI		165	
<b>D. Total Deductions</b>		<b>4777</b>	
<b>Net Pay ( C - D )</b>		<b>18000</b>	

Please Note that your Compensation is Personal to you and you are requested not to Share details of the same with others

Date

Agreed & Accepted



Ref Code: ILM/CI/2024-2025/219

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Mohan Prasath B

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/219

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

## 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.





Ref Code: ILM/CI/2024-2025/219

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.**
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



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## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



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You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/219

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1









**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**



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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**



**Appointment letter**

Date – 12-APR-2024

Place – Karur

Dear MONISH S

Permanent Emp.ID 2090

Congratulations!

This letter confirms your appointment as a permanent employee in Objectways Technologies.

We refer to our meetings with you. We were impressed with your performance and enthusiasm and believe that you would be an asset to our organization.

You are designated as **Analyst** at **Karur**. The broad terms and conditions of employment are annexed hereto in Annexure A to this appointment letter. We would be delighted if you would join as part of the team, which builds and develops Objectways, and are confident that the relationship will be mutually beneficial. We hope that you find this opportunity to be stimulating as well as rewarding and we look forward to working with you.

We hope that you find the terms acceptable. Should you decide to accept this offer, please sign the duplicate copy of the letter enclosed herewith, as acceptance of the offer contained herein, and return the same to us at the earliest. Your date of joining is 31 JAN 2024, and as a permanent employee effective from 01<sup>st</sup> APRIL 2024.

Please feel free to contact me with any queries that you may have by e-mail at [hrm@objectways.com](mailto:hrm@objectways.com)

Best wishes,



Authorized Signatory.

## **ANNEXURE - I**

### **Terms and Conditions of Employment**

The following are the broad terms and conditions of employment offered by Objectways (hereinafter referred to as "Organization"). By signing and accepting this letter, you represent and warrant to the Organization that you are under no contractual commitments inconsistent with any or all of your obligations to and on behalf of the organization. This letter and its terms shall come into force and effect on the date of your signing and confirming your acceptance. Your appointment will be effective from the date of joining.

#### **1. Probation**

Initially, you will be on probation for a period of 90 days from the date of your joining and the said period of probation is liable to be extended by another 3 months or more purely at the discretion of the management. That during or at the expiry of the said period of probation or the extended period of probation, the management shall have the right to terminate your services without any notice or without assigning any reasons. That you shall continue on probation till your services are confirmed in writing the management.

During the Probation Period, you are not allowed to resign. If you resign within 3 months, that month's salary will not be provided. On satisfactory completion of the probation period or extended probation period, you will be confirmed in service.

The Background Verification is not satisfied within the probation period, then the employee will be terminated immediately.

#### **2. Rules and Regulations**

You will abide by the Rules and Regulations of the organization and the policies notified and in force in the company or which will be notified and made in force from time-to-time and the Organization shall have the right to vary, delete or modify any or all of these terms and conditions of service which shall be binding on you.

#### **3. Postings and Timings**

Your posting will be at **Karur**. However, your services are transferable to any other place (in India or abroad) in any office of the company or to any subsidiary or associate organization, whether currently existing or incorporating in future. You will be expected to attend the office during the working hours / shifts as may be decided by the organization. The working hours / shifts could be changed periodically depending on the work process requirements.

#### **4. Salary, Benefits and Taxes**

The break-up attached is in line with the current allowances / reimbursement structure. The organization reserves the right to change the structure from time-to-time. You will be entitled to retirement benefits, namely Provident Fund and Gratuity in accordance with laws of the country, and / or as per Organization policy. In addition, you will be entitled to performance-linked variable incentive / bonus as may be applicable from time-to-time, as per the respective process / group based incentive / bonus program.

Your individual remuneration is purely a matter between yourself and the organization and has been arrived on the basis of your job, skill's specific back and professional merit. You will be expected to maintain this information and any changes made therein from time-to-time as personal and confidential. You will execute a bond of confidentiality with the employer at any time till you resign or offered due pay package compensation.

## 5. Confidentiality & Exclusivity

You shall observe strict secrecy as to the affair, dealings, and concerns of the organization or its affiliates either during the continuance of this engagement or thereafter without the prior written consent of the Top Management of the Organization. You will not divulge to any third party, and use all reasonable endeavors to prevent the publication or disclosure of any Confidential Information., any information concerning the business accounts or financial plans or strategies of the organization or its affiliates, or of any customer or service provider of the organization or its affiliates, or any confidential report or research commissioned by or on behalf of the organization or its affiliates or any of their portfolio organizations in connection with the business or affairs of the organization, or any trade secrets of the organization or its affiliates including know-how and confidential transactions received by you, made known to you, or which you become aware of in the course of your relationship with the organization.

While maintaining secrecy and confidentiality you assure the underneath:

- a. You acknowledge that you may gain access to or possession of confidential information relating to the organization during the term of your employment.
- b. You shall refrain from divulging to any outside persons or concerns any information and secrets connected with Technologies that you may come across during the performance of your duties.
- c. You will treat all matters relating to company in strict confidence and not disclose it to outsiders except with the prior written authorization of organization. In particular, you are expected to maintain complete confidentiality in respect of work methods at our organization, systems developed / modified by the organization for its clients and / or any software developed or modified or acquired by the organization.
- d. You are prohibited to copy or sell organization's software packages outside without organization's prior permission. You acknowledge that conditions of this appointment are reasonable and necessary to protect disclosure of confidential information belonging to the company and any disclosure thereof will cause damage, hardship and injury to the organization.
- e. You are aware that your obligations relating to confidentiality survive the termination of your employment and you will be liable to pay damages and be subject to injunctive or other reliefs for any breach of aforesaid obligation.
- f. Intellectual Property Rights (IPR) such as copyrights, patents, trade-marks, secrets, etc., with respect to any software product including any solutions developed by you while in the employment of organization shall remain in the exclusive ownership of the organization and you shall have no right, title, or in respect of such IPRs.
- g. Confidential information includes all IPRs, information regarding quality control, business, financial information, places, customers', list, marketing data and any other information that are generally not known to the public.
- h. You will treat all client information as confidential and not disclose them to outsiders except when authorized.
- i. During your association with us, you may come across information that is of a vital and confidential nature, pertaining to our industry. It is, therefore, expressly agreed, as an important component of this this appointment, that you will not associate yourself, either directly or indirectly, either during your association with us, with any industry of a competitive nature.
- j. Any information or data made available to you the organization or by the customer of by any other party, or any innovation or improvement in process, design, etc., effected in the course of your association with us will belong to the organization and will be kept by you in strict confidence and will not be used by you to the detriment of the organization's interest at any time.



Given the nature of the business, you agree, acknowledge, accept and confirm that you shall have no proprietary interest in any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your relationship with the organization, or that are otherwise made through the use of the organization's time or materials, During the course of employment or thereafter you, with any intentions, will not do any act establishing, resulting in crippling of the organization's functioning or causing to the company financial loss, or damage to its image, the reputation or goodwill. If you are found committing any such acts, then the organization shall have the right to sue you under relevant laws and seek redressal.

## 6. Employer's covenants

A. During the term of the employment :

- i) The Employee shall not be entitled to, without the prior written consent of the Company
  - a) Accept executive responsibility, or any directorship, partnership or similar position involving management functions in any other organization
  - b) Indulge, participate, control and/or be involved in, any other activity or business in whatsoever capacity, which competes with the business of the Company, whatsoever through any other entity and/or participate in any business that is directly competing with that of the organization.

B. Subject to the terms of this employment letter, during the employment with the organization the employee shall not carry on or engage in directly or indirectly whether as an individual, through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, contractor, director trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise by himself or through any other entities, any business which competes with the whole or any part of any business being carried on or proposed to be carried on by the organization.

C. Your leave, absence, conduct and discipline during the tenure of your employment are subject to the rules and regulations of the company in this behalf.

D. After joining the company, if you are selected for an assignment abroad for a short or long-term duration, you will be required to submit your original certificates with the organization for a mutually acceptable duration.

E. You will authorize the organization and authorize and request former employer and persons, firm or corporation given in the application form as reference to answer any and all questions that may be sought in connection with this application or concerning you or your work, habit, character or skill or any action in any transaction.

F. You should declare your interest, financial or otherwise in any company or firm or any other individuals who have dealing with us in any capacity. In the event of yourself acquiring, or becoming or interested in the future in such a company or partnership or firm or individual, you should immediately disclose the nature and extent of your interest.

G. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to



## 7. Separation/Termination

After your confirmation, both you and the organization shall have the right to without assigning any cause, and with immediate effect, terminate association with the organization under this agreement upon giving 30 days prior written notice or salary in lieu thereof or as per the stipulation of the service rules so applicable.

The services of a workman are liable to be discharged on account of continued ill health including loss of efficiency, permanent total / permanent partial disablement or on account of illness for more than three months and has infectious /contagious effect. In such circumstances, the workman shall be paid one month salary in lieu of notice pay and he will not be entitled to any compensation in lieu thereof.

In case of an "Event of Breach", organization shall have right to terminate your employment without notice or payment of salary in lieu thereof if:

- i) You commit any breach of your duties and responsibilities under this contract of service
- ii) You are guilty of any gross default or misconduct which contravenes the express or implied conditions of your employment ; and
- iii) You commit breach of any of the terms of Non-disclosure agreement as per next Para of this appointment letter
- iv) If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed that you are no longer interested in working for the organization and have abandoned its services. The Organization will have the right to terminate your contract of service. In such case, you will not be entitled to any statutory compensation.

## 8. Attendance

i) All the employees have to work 8 hours a day from Monday to Friday of every week and the same will be considered a full day. Based on the business requirements, Saturday(s) might be a working day.

ii) The annual attendance of an employee should be above 75% in the calendar year (except for maternity leave), if not then the employee will be called for an inquiry and then may or may not allowed to continue in the organization with consideration of the HR & CEO/CO-FOUNDER.

iii) There will be flexible timings according to the needs of the organization and the customers of the organization. The employee will be informed about the same in the due course of time, once it is fixed with the CEO/CO-FOUNDER & HR.

## 9. Leaves

### a) Annual Leave

i) All the employees after completion of the probation period will be credited with a maximum of 12 days such leave in the calendar year indicates that in a month it can be availed for 1 day with reasonable notice to the immediate reporting. In case the leave has not been availed on that month, then it will be carried forward for the next month.

ii) Such Leave will be carried forward as maximum of 6 days to the next calendar year. Maximum leaves can be carried forward is 18 days.

iii) The leave encashment will be settled during the time of separation for maximum of 24 days only.

iv) Once the employee attains 5 years of service and above in the organization in the particular calendar year, the same employee shall have maximum of 36 days from there on and same can be reimbursed during separation.



## **b) Sick Leave**

- i) This leave will be credited after one year of service in the organization.
- ii) The employee has to inform about the sick leave to the immediate reporting and then which can be availed Quarterly once. In case of any additional sick leave requirement in the quarter, that can be availed based on the approval and then which results in loss of pay (LOP) only. In case the employee has to extend sick leave beyond three days at a stretch, in turn has to be reported and approved by the HR Head. Such leave application has to be submitted with adequate proof.
- iii) This leave carries forward within the same calendar year and lapse in the end of the year; which doesn't carry forwarded to the next calendar year.

## **10. Non-Disclosure**

Unless authorized in writing by the Organization, you shall not divulge communicate or pass on any information in any form related to any aspect of the Organization to anyone outside the Organization. In addition, the Organization has confidential information and assets belonging to other persons (whether individuals, firms, corporations, or other entities) that the Organization is obligated to keep confidential. The expression "Confidential Information" refers to all and / or any of the trade secrets and confidential and proprietary information owned by or in the custody of the Organization. You agree that all Confidential Information is the exclusive property of the Organization, and you will be responsible and will take steps necessary to protect the Confidential Information. You agree that, during your employment or once after relieving from the organization, you will not use or reproduce or disclose any of the Confidential Information and except in the normal course of your job for the Organization or unless an Authorized officer or the Organization gives you written permission in advance. You agree to return any Confidential Information (and all copies) in your ownership on cessation of your employment with the Organization.

## **11. Professional Ethics**

You shall not conduct yourself in any manner of amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. Please deal with the Organization 's money, material and documents with utmost honesty and professional ethics. You shall also maintain utmost dignity in your behavior and conduct while dealing with the employees, vendors and visitors of the Organization including persons directly or indirectly associated with the Organization in any manner.

---

Please sign this appointment letter and return it to us in a token of your acceptance of the appointment and the terms and conditions. You are advised to go through the contents of this appointment letter before signing.

Wish you all the best and welcome you to our team.

Acknowledged, agreed, and accepted.

Signature:

Date :

**Annexure – II**  
**Compensation and Benefits**

Designation:Analyst

**Salary Structure:**

Basic	15000
Conveyance Allowance	NA
House Rent Allowance	2500
<b>Gross Salary</b>	<b>17500</b>
ESI Employee	250
PF Employee	750
Total Employee Contribution	1000

**The compensation remains same as per the last month (March 2024) pay structure and that can be visible in Growth. Please go through the same thoroughly and acknowledge the letter.**

- The salary structure remains confidential and should not be discussed with other employee.
- There will be additional employer benefits as Provident Fund & Insurance (Optional)

*Other Benefits Offered based on the business – Night Shift Allowance, Rewards & Recognition, Paid Casual Leave. The benefits are exclusive of CTC based on employee eligibility.*

On behalf of Objectways Technologies



Thanghapantieyaan  
Manager – Human Resources

Signature:

Date:

**Annexure – II**  
**Roles and Responsibilities**

- Review and moderate graphic content users submit to ensure compliance with our client's guidelines and policies.
- Make accurate judgments on explicit images, videos, and written content, categorizing them based on established criteria.
- Identify and report any violations of our client's guidelines, terms of service, or legal requirements.
- Collaborate with cross-functional teams to develop and enhance moderation processes and guidelines.
- Stay updated with industry trends, best practices, and legal requirements pertaining to graphic content moderation.
- Provide timely and detailed feedback to internal stakeholders and contribute to ongoing training and improvement initiatives.
- Maintain strict confidentiality and adhere to all privacy and data protection regulations.
- Collecting, cleaning, and validating data from multiple sources.
- Performing exploratory data analysis to identify patterns, correlations, and insights.
- Building and maintaining dashboards, reports, and data visualizations to communicate findings.
- Developing predictive models and machine learning algorithms to solve business problems.
- Collaborating with cross-functional teams to understand data needs and provide analytical support.
- Collaborating with stakeholders to gather and document business requirements for projects or initiatives.
- Analyzing business processes and workflows to identify areas for improvement or optimization.
- Developing use cases, user stories, and functional specifications to guide software development.
- Facilitating meetings and workshops to elicit requirements, gather feedback, and drive consensus.
- Working closely with developers, designers, and project managers to ensure successful project delivery.

\*Subject to change based on the project and appointment in different roles.



# BREATHE SUPPORT SYSTEM

H.O:No.1/167, H3-A/9619, Near Vansprastha, Karthuri Naicken Palayam

Vadavalli, Coimbatore-641041.

PH: 9487076007, 9942299525, E-Mail: [breathesystems2011@yahoo.in](mailto:breathesystems2011@yahoo.in)

**GSTIN: 33AALF82744H1ZM**

## Letter Of Appointment

12<sup>th</sup> June 2024

To,

**Mr. Mowleeswaran,V**

Erode.

**Subject: Offer of Appointment**

Dear Mr. Mowleeswaran.V

We are pleased to inform you the following

- With reference to the job application and following interview, we are pleased to offer you the post of "**Marketing Executive**" for our company
- The salary paid will be as per the amount offered at the time of interview
- Your appointment will be subject to a probationary period of 6 months
- The working hours of the company is to be followed by the employees
- Your date of joining will be on 12<sup>th</sup> June 2024
- During leave days (except for government holidays and other declared holidays) salary will be deducted for the leave period.

We welcome you to our company and wish you a long career with us.

With Best wishes

Cordially



For Breathe Support System



## Letter of Intent

Date: - 12/2/2024

Dear:-Mownitha T 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 (here in after 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 through out 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

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**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: 546 837 0837

## 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 **18Months** 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 **1stJan-31stDec** 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 on boarding 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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## 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
PFE mpLOYEE	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
TamilNadu	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.

**Mownitha T M**

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

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# OFFER LETTER

OL-2023: 0555

Dear **Niranjana Viswanathan**,

## **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**

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 **18 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 will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men 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.

#### Note:

- *During your probation period you will be enrolled under the National Apprenticeship Training Scheme in compliance with the 'Apprenticeship Act 1961'. We will be submitting your basic information to NATS portal for enrollment, ensuring that the provided information remains strictly confidential within the government portal.*
- *Your job continuation/confirmation will be reevaluated if you are found to have any backlogs in academics or have not completed the course post joining Zifo.*

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

Regards,

Kamalahasan N  
Head – HR



## Letter of Intent

**Date: - 12/2/2024**

**Dear:-Niroshkumar S**

**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 (here in after 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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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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You may have to execute a Non-Disclosure agreement as part of your long-term commitment for about **18Months** 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 **1stJan-31stDec** 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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Please consider this as a Letter of Intent.

The date of joining and further on boarding 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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## Annexure-A

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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.

**Niroshkumar S**

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October 13, 2023

Candidate ID: NM0015  
Ms. Pavithra S  
pavinivi2002@gmail.com

Dear Pavithra S,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. You work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

A handwritten signature in black ink, appearing to read "Arumugam N Vadivelu".

**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.*

**Dear MR.PRADEEP**

**Date: 06<sup>th</sup> March 2024**

**Sub: Offer Letter**

Thank you for exploring career opportunities with Top Freshers Technologies. You have successfully completed our selection process and we are pleased to make you an offer of employment. You have been selected for the position of **Research Associate** at Top freshers Technologies Private Limited - Chennai. And your appointment will be governed by the terms and conditions presented below. Your stipend during the internship period of 6 months will be **Rs.10000 per month**. After Successful completion of the internship period, your compensation will be **Rs 3,00,000 LPA– Rs 4,50,000 LPA (including variable component)**.

**1. Place of Posting**

You will be based at our office in Chennai. However, your services are transferable and you may be seconded or deputed to any operation under the management of Top freshers, their parents, subsidiaries, affiliates or clients whether in India or abroad.

**2. Probation Period**

You will be on probation for a period of 6 months before the date of joining. The probationary period shall be extended to a maximum of 3 additional months before the date of joining, if the company feels necessary. During the probationary period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. If the probationary period is completed successfully, the notification will state that you are suitable for permanent employment. If it has not been executed successfully, necessary steps will be taken to inform you of the results and begin the termination process.

**3. Notice Period**

You may terminate your employment by giving Three months' notice in writing to the company, or by payment of Three months' base salary in lieu thereof. Company may terminate your employment by giving you one-month notice.

**4. Miscellaneous Provisions**

Arbitration: In case of any dispute between the parties arising under the Terms and Conditions of Employment or in any manner connected to it shall be settled through Arbitration under Indian Arbitration and Conciliation Act, 1996 by the sole Arbitrator to be appointed by the Top Freshers Technologies. The seat, or legal place, of arbitration shall be Chennai. The Arbitration award shall be final and binding upon the Parties.

You are requested to sign a copy of this letter and give it back to the company in token of acceptance of policy & procedures. Please note that the obligations under this letter of appointment starts immediately on you are signing and accepting the company's policy & procedures.

We look forward to welcoming you to Top Freshers Technologies.

Yours sincerely,

Received, Read, Understood and Accepted



**Signature:**

**Meyyappan Natarajan**  
Managing Director

**Name:**

**Date:**



Ref Code: ILM/CI/2024-2025/218

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Prasanth M

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/218

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

## 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.



Ref Code: ILM/CI/2024-2025/218

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/218

## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/218

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/218

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1







**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**



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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**



05.03.2024

To  
Ms Ruba Patturaj  
5/3, Sri Raja Ganapathy Street,  
Nellai Rani store,  
Kulathukadai,  
Kugalur,  
Gobi Tk – 638313.

Dear Ruba

Congratulations. We are pleased to confirm that you have been selected to work for our organization. We are very much delighted to make the following job offer.

The position we are offering is that of **Application Specialist** for Philips Ultrasound equipment. Your work start date is March 11, 2024.

Your compensation package includes the following:

- ❖ Monthly salary of Rs.12000 and expenses for the first 3 months. After 3 months, the salary will be revised as Rs.15000 and expenses. (Expenses will be reimbursed on submission of bills every month)
- ❖ No paid leaves will be given for the first 6 months. After 6 months, you will be given 1 paid leave per month.
- ❖ Your base location will be Coimbatore.
- ❖ Incentives and increment will be given annually based on your performance.

We are very happy to work with you & are hopeful that you will deliver your best for the development of yourself & our organization.

Sincerely,  
For **Sam Enterprises**



K. Balasubramaniyan  
Managing Partner  
Mobile: +919842212034  
Email: [balasubramaniyan@samenterprises.co.in](mailto:balasubramaniyan@samenterprises.co.in)

Wednesday, 30 August 2023

**JOB OFFER LETTER**

Sakthivel Krishnaraj  
1/4, Sellan Street,  
Karikkapatti,  
Salem - 636501.

Dear Sakthivel,

We are pleased to offer you the job offer for the role of "**Junior Developer**" at Mallow Technologies Private Limited.

Your Annual CTC will be **INR.4,20,000/-**. The detailed pay structure is presented in **Annexure A**.

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

Please note:

This appointment is subject to satisfactory professional reference checks.

This offer is valid provided you complete our training and your degree course in this academic year **2023-2024**.

**Annexure A**  
**SALARY DISTRIBUTION**

**Name : Sakthivel Krishnaraj**  
**Designation : Junior Developer**

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	9,907	1,18,884
House Rent Allowance	3,963	47,556
Mobile/Internet Reimbursement*	1,000	12,000
Special Allowance	17,675	2,12,100
<b>RETIRALS</b>		
Company's Contribution of PF	1,800	21,600
Gratuity		5,724
Health Insurance		2,136
<b>Total CTC</b>	<b>34,345</b>	<b>4,20,000</b>

*\* Receipts are required to claim tax benefits.*

**Retirement Benefits:**

**Provident Fund**

You are covered under the Employee Provident Fund from your date of joining the organisation. Under this scheme, the company will contribute an amount per month as employer contribution as per the provisions of the said Act, and an equal amount will be deducted from your salary as your contribution towards the provident fund.

**Gratuity**

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

**Health Insurance:**

After completing the probation period at our company, you and your family(Spouse/Children) will be eligible for the Employee's Group Health insurance scheme for a sum insured of INR.3 Lakhs per annum.



## Annexure B

### **The terms and conditions for your Training/Project Internship are listed below:**

1. There will be 3 months training period, and during the training period, candidates will be provided with assignments that have to be done and submitted by them. These assignments will help candidates to develop a solid understanding of the platform fundamentals. Candidates can accomplish the assignments and tasks with the support of a well-defined process, curated materials, and professional advice.
2. Candidates must arrange their own good working laptops during the training period. However, during the project internship, a Laptop will be provided by the company.
3. The working model will be hybrid during the training period. Candidates will have the weekly assessment during the training period. Based on their performance, Candidates may be informed to come to the office on a regular basis.
4. Upon completion of training, an interview will be scheduled to evaluate the skills of the Candidates that they have learned in the training period. Clearing that interview will be considered a successful completion of the training. There will not be any certification issued for the training period.
5. This job offer is valid only on the successful completion of the training, failing which this job offer stands cancelled.
6. On successfully completing the training, you will be absorbed as a Project Intern or Junior Developer based on your academic completion.
7. During the project internship, candidates should come to the office regularly.
8. During Project Internship, you will be provided with a stipend of INR.15,000/Month based on the number of days available for the work. But there won't be any stipend provided during training.
9. We do not provide projects for individual students(final year). However, the students can generate a report or document about their training/project internship in our company to be submitted as their final report.
10. The working days are from Monday to Saturday and the operating hours are from 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. The first Saturday of every month will be a Holiday during the training period.
11. Candidates will be allowed a leave of 1 day per month during the training – including sick and personal leave.

12. Candidate's performance in training will also be taken into account in deciding your ability and further decisions.

**The terms and conditions for your appointment are listed below:**

1. Once appointed as an employee, candidates will be under probation for six months. Candidate employment will be evaluated after the probation period for Job confirmation.
2. The list of holidays for every calendar year will be provided before the start of the year. The first Saturday of every month will be a Holiday during the probation period.
3. The working days are from Monday to Saturday during the probation period. After completing the probation period, working days are from Monday to Friday.
4. The notice period for both the company and you is 65 working days.
5. Our usual performance cycle will be in April, and you will be considered for salary revision after completing one year of service with us.
6. The employees should put in their best effort during business hours for the betterment of the company. The company encourages employees to complete their responsibilities within office hours. The office timing will be 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. However, working hours may be extended for individuals to complete their tasks as planned.
7. You are privileged to have 1.5 days off per month, which can be utilised for sick, personal, and vacation reasons. Furthermore, you have the option to save your accumulated leave balance, with a maximum limit of nine days. However, it's important to be aware that any absence beyond the approved leave entitlement will be considered unpaid (Loss of Pay). It is crucial to note that extended leaves that disrupt your work plan or unapproved absences have the potential to lead to the termination of your employment.
8. During your employment with us, employees are not allowed to engage in other business/employment directly or indirectly.
9. Employees will retire from the services of the Company on reaching their 58th birthday as per the proof of age submitted by the employees at the time of joining.
10. Acceptance of this offer implies that Employees are bound by all the rules and regulations of the company.



**General Terms:**

1. The confidential details about the company's business and its data that are known to you are to be maintained secretly. They should not be divulged or discussed with anyone other than the authorised person in the company. You are required to sign a non-disclosure agreement to protect the intellectual property rights and business information of Mallow Technologies Pvt. Ltd. and its clients.
2. Candidates/Employees are expected to maintain good conduct in and out of the office and maintain the Company's dignity, failing which may lead to disciplinary action and may result in the termination of their Job.

Regards,  
HR Team,  
Mallow Technologies Private Limited



## UNICORN

Reg.Office : 2/113-F3, Vanaprastha Road, Kasthurinaicken Palayam, Vadavalli, Coimbatore - 41

PH: +91 9487076007 E-mail-unicornsyste.ms@yahoo.co.in. GSTIN: 33ALRPA7242A1ZK

### Letter Of Appointment

10<sup>th</sup> October 2023

To,

Mr. Sakthivel Perumal

Erode.

**Subject : Offer of Appointment**

Dear Mr. Sakthivel Perumal

We are pleased to inform you the following

- With reference to the job application and following interview, we are pleased to offer you the post of "Marketing Executive" for our company
- The salary paid will be as per the amount offered at the time of interview
- Your appointment will be subject to a probationary period of 3 months
- The working hours of the company is to be followed by the employees
- Your date of joining will be on 11<sup>th</sup> October 2023

We welcome you to our company and wish you a long career with us.

With Best wishes

Cordially

For Unicorn



## Letter of Intent

**Date: - 12/2/2024**

**Dear:-Saranya S**

**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 (here in after 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 through out 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 - 560 098, Tel: +91 86325 78003

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

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 800 097, Tel:+91 044 2433 1235

**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 546 837 0837



## 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 **18Months** 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 **1stJan-31stDec** 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 on boarding 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 86325 78003

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

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 800 097, Tel:+91 044 2433 1235

**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 546 837 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
PFE 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
TamilNadu	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.

**Saranya S**

**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 86325 78003

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

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 800 097, Tel:+91 044 2433 1235

**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 546 837 0837

# BREATHE SUPPORT SYSTEM

H.O; No.1/167, H3-A/9019, Near Vampurathor, Kothumuri Nairicku Padayam

Vaduvalli, Coimbatore-641011

PH: 9487076007, 9942299525, E-Mail: [breathesystems2011@yahoo.in](mailto:breathesystems2011@yahoo.in)

**GSTIN: 33AALFB2744H1ZM**

## Letter Of Appointment

12<sup>th</sup> June 2024

To,

**Mr. Selvaraj.R**

Erode.

**Subject: Offer of Appointment**

Dear Mr. Selvaraj.R

We are pleased to inform you the following

- With reference to the job application and following interview, we are pleased to offer you the post of "**Marketing Executive**" for our company
- The salary paid will be as per the amount offered at the time of interview
- Your appointment will be subject to a probationary period of 6 months
- The working hours of the company is to be followed by the employees
- Your date of joining will be on 12<sup>th</sup> June 2024
- During leave days (except for government holidays and other declared holidays) salary will be deducted for the leave period.

We welcome you to our company and wish you a long career with us.

With Best wishes

Cordially



For Breathe Support System





SHANKAR RAJENDRAN &lt;shankarr@nandhaengg.org&gt;

## Fwd: Final Shortlists- Feb 21st 2024

1 message

Fri, Sep 13, 2024 at 6:35 PM

karthi keyan <karthikn.vcet@gmail.com>  
 To: shankarr@nandhaengg.org

----- Forwarded message -----

From: TP Karthik <karthik@velalarengg.ac.in>  
 Date: Thu, 22 Feb, 2024, 7:05 pm  
 Subject: Fwd: Final Shortlists- Feb 21st 2024  
 To: karthi keyan <karthikn.vcet@gmail.com>, Vcet - Train Senthil <accsenthil59@gmail.com>, MALARAVAN MBA <malaravanm433@gmail.com>

Get Outlook for Android

From: Vijairaman Athmanathan <vijairaman.athmanathan@apisource.com>  
 Sent: Thursday, February 22, 2024 6:51:49 PM  
 To: TP Karthik <karthik@velalarengg.ac.in>  
 Subject: Final Shortlists- Feb 21st 2024

Hi Karthik,

Please find below the final list of candidates shortlisted at the drive conducted on Feb 21<sup>st</sup>, 2024.

Candidate Name	Primary Email	Mobile	Registration Date
Abinaya S	abinaya27022004@gmail.com	9976312313	01-Aug-24
Indhusha D	indhushad221203@gmail.com	9344385663	01-Aug-24
Malarthangavel	malarthangavel142004@gmail.com	6369359282	01-Aug-24
Dharani P	dharaniperiysamy404@gmail.com	9790536283	01-Aug-24
Sangeetha S	sivansa747@gmail.com	9789322797	01-Aug-24
Shajna A	ansarshajna@gmail.com	8072307844	01-Aug-24
Priya V	priyadharshini20@gmail.com	9626551164	01-Aug-24
Sainhandhini Ck	sainhandhini432@gmail.com	8825859553	01-Aug-24
Devadharsini R	skgowthankumar46@gmail.com	9994271630	01-Aug-24
Farzeen A	aminudeenaminudeen2@gmail.com	9150100767	01-Aug-24
Supritha S	suprithasreenivasan8529@gmail.com	9487832203	01-Aug-24



Janapriya M	muruganagp6697@gmail.com	7305529370	01-Aug-24
Subarna S	subarnadhanavanthni.s@gmail.com	9942898974	01-Aug-24
Mithra K	mithrak1008@gmail.com	7538834927	01-Aug-24
Koushika Viswanathan	koushika0811@gmail.com	9489245235	01-Aug-24
S Priyadharini	priyadharinisisharmugam2003@gmail.com	9042666910	01-Aug-24
Elaya Bharathi	deivasaran1984@gmail.com	9345566876	01-Aug-24
Shanmugapriya M	shanmugapriya2712@gmail.com	9025179311	01-Aug-24
Subashree M	subhasri302@gmail.com	9025884574	01-Aug-24

Below candidates are HR rejects

Candidate name	Primary Email	Mobile
Hemanandhini J	hemanandhinijbmea@gmail.com	8754336855
Balachinesh M	balachinesh22032003@gmail.com	9363130803
Rametha K	ramethakumar@gmail.com	7708174957

Vijai Raman | Specialist - HR

+ 91 9781101112

[vijairaman.athmanathan@epi-source.com](mailto:vijairaman.athmanathan@epi-source.com)

Prince Infocity, 2, 2, 141, Old Mahabalipuram Rd, Kandancevadi, Chennai, Tamil Nadu 600096

[www.epi-source.com](http://www.epi-source.com)

From: Vijairaman Athmanathan <[vijairaman.athmanathan@epi-source.com](mailto:vijairaman.athmanathan@epi-source.com)>  
 Sent: Monday, February 19, 2024 6:15 PM  
 To: 'TP Karthik' <[karthik@velalarengg.ac.in](mailto:karthik@velalarengg.ac.in)>  
 Subject: Campus requirements- Feb 21st 2024





Panache Healthneeds Pvt. Ltd., 141, 3rd floor, Prakash Towers,  
OMR, Chennai, Tamil Nadu, 600041 info@panachehealthneeds.com  
+91 4448053157

Appointment Letter

03.06.2024

To,  
Sharmila K.  
Valuvan Street,  
Palayapalayam,  
Erode - 638 032

Dear Sharmila K,

We are pleased to offer you the position of **Application Specialist** at **Panache Healthneeds**. Your experience and background make you a perfect fit for our team, and we are excited to have you join us.

Your employment will commence on 24.06.2024, and you will be reporting directly to Sivaraman S., Area sales Manager. Your initial place of posting will be at Chennai. The terms and conditions of your employment will be provided to you on your first day, along with a detailed briefing of your role and responsibilities.

Your starting compensation will be Rs.1,80,000 per annum, which will be paid on a monthly basis. You will also be entitled to our standard benefits package, which includes health insurance, paid time off, and other perks, details of which will be provided in your onboarding packet.

We are confident that you will be a valuable addition to our team and contribute significantly to the growth and success of Panache Healthneeds. Please confirm your acceptance of this offer by signing below and returning a copy of this letter by 20.06.2024.

If you have any questions or need further clarification, please feel free to reach out to us.

We look forward to your positive response and to welcoming you aboard.

Sincerely,

Abudul Rahaman J  
HR Manager  
Panache Healthneeds Pvt. Ltd.,

Acceptance:

I, Sharmila K, accept the position of **Application Specialist** at **Panache Healthneeds** under the terms outlined in this letter.

Signature: Sharmila K

Date: 11.06.2024



TO,

Mr. Sheikchan M

S/O Mohamed Jalaludeen

Thirukovilur Main Road,

Kasthuribai Nagar

Tiyagadruq, Tamil Nadu -606206.

Dear Mr. Sheikchan M

**Sub: Offer of Employment at K.S Health Care.**

This is reference to your application and interview for employment with **K.S Health Care**. Thank you for showing your interest to work with us. As discussed, we are pleased to offer you the position of "**Bio-Medical Engineer**", at **K.S Health Care** to be based at Koppal location. Roles & responsibility will be explained to you on the joining dates. The offers are subject to your joining us on or before **11/07/2024**.

The company's Standard Appointment letter containing complete terms and conditions of employment will be issued on your date of joining.

Kindly submit the following document to our HR Department on the date of joining:

- Four Passport Size photos.
- Educational certificates and Mark sheets.
- Identity & Age Proof.
- Address proof.
- PAN card (Mandatory).
- Experience Certificate.
- Resignation acceptance letter or reliving letter (Experienced Candidates only).
- Last 3 months pay slip.

Duplicate copy of this letter may kindly be returned to us duly signed, as a token of having accepted the offer. We are happy about you joining our organization and are looking forward to a mutually rewarding relationship.

Thanking You,

From,

Mr. Vishwanath R

Chief Operating Officer.

**K S Hospital**

**Koppal. Hosapete Road, Koppal - 583231, Karnataka, India.**

Mob. : +91 90352 22422 | [www.kshospitals.in](http://www.kshospitals.in) | [info@kshospitals.in](mailto:info@kshospitals.in)



Date : 08.03.2024

## APPOINTMENT LETTER

Dear, Shiyamala.S

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 Assembly Line Operator at VERTICAL SOLUTIONS under Foxconn Hon Hai Technology India Mega Development Sriperumbudur block Sunguvarchathiram. The salary package is upto Rs. **16,000/- CTC** per month and Including Food, Transport and Accommodation. Deploying with the company location, and you are requested to join on \_\_\_\_\_.

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, mark sheet, aadhar card, smart card, photo,  
vaccination proof, bank passbook xerox For

**Vertical Solutions**

### **Authorized Sign**

**I have read and accept the terms and conditions:**

Date of Joining : 08.03.2024

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

**HR Contact 81227 33442**





Registered Office:

10th Floor, Galaxy, Plot No.1, Sy.No.83/1, HYD Knowledge City,

Raidurg, Serilingampally Mandal Hyderabad

Rangareddi TG 500081 IN

Tel : +91 40 6712 2222, Fax: +91 40 6712 2224

CIN : U72200TG2007FTC053815, Web : www.cotiviti.com

Sowmiya Palanisamy

2/27, Gurumangadu, Thindamangalam, Namakkal - 637207

Date: 6-June-24

Dear Sowmiya,

### **Congratulations!!**

We are pleased to inform that you have been offered a position of **Junior Medical coder**. As discussed, you will operate from our Coimbatore office. Please note that this offer is subject to a positive background & reference check to be conducted by us based on specific information provided by you as per our policy subsequent to your joining our Company.

1. Details of your compensation package are attached as per annexure – I.
2. Your date of joining our establishment is on or before **1-July-24**. However, we would like you to try & join us as soon as possible. We expect you to take steps in being relieved from your current job based on this note and confirm your exact date of joining.
3. You will have to furnish the following on joining
  - a) Photocopies of your basic, intermediate, and highest degrees obtained.
  - b) Your relieving letter from your previous organizations.
  - c) Statement of income last drawn preferably with a break-up.
  - d) Copy of PAN Card.
  - e) Copy of Aadhaar Card.
  - f) Copy of passport (if you have), six passport size color glossy (not Polaroid) photographs of self & family members being covered under the Mediclaim policy.
  - g) Check of blood group.
  - h) Check date of birth of dependents for Mediclaim policy at the time joining.
4. If you fail to join your duties as above or if we do not receive confirmation of your accepting this offer within three days from the receipt of the same, this offer letter stands automatically cancelled and withdrawn.
5. As per company policy you are required to sign a Non-Disclosure-Agreement with the company on your joining as part of your joining process.
6. During your employment with Cotiviti you will adhere to the company policies in general and information security policies that are issued from time to time.
7. Cotiviti has internally designed a HIPAA Privacy Policy. Network Services have designed policies for data, systems, and network security. All employees need to follow HIPAA Privacy policy as applicable. Violation could result in disciplinary action including termination from services.
8. Your duties will be governed by the rules and regulations of the company which will be elaborated and detailed in the appointment letter.
9. You agree and acknowledge that this offer is contingent upon clearance on your background checks and applicable exclusion screening requirements, including those stated in Chapter 21 of the Center for Medicare and Medicaid Services' Medicare Managed Care Manual. In case of failure to meet these requirements, this offer shall be revoked with immediate effect.
10. Selected candidates will be part of Cotiviti & will first undergo US Healthcare & Medical coding training, aimed at Certified Risk Adjustment Coder (CRC) Certification. On completion of the certification training, every candidate will be required to clear CRC certification (Max 2 Attempts permitted by AAPC). **Cotiviti will pay for the CRC certification fee for the first 2 attempts. Continuation of employment is subject to CRC certification. Once CRC certification fee is paid, Training / Service Agreement will be executed by the employee for a minimum service period of 24 months with Cotiviti, effective from the date of payment of CRC certification fee.**

Please confirm your acceptance of this offer by return email.

We owe much of our success to the dedicated work of all our people, and therefore we strive to have a mutually beneficial, and long-term and rewarding relationship. In case you have any further clarifications, please feel free to call Abdul Rahuman at Mobile # +91-9080276094 or email [abdul.rahuman@cotiviti.com](mailto:abdul.rahuman@cotiviti.com)

Thanking You

**For Cotiviti India Private Limited**

DocuSigned by:

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**Mohsin Mohammed**

**Vice President- Human Resources**

Page 1 of 2

#### Operational Offices:

10th Floor, Galaxy, Plot No.1, Sy.No.83/1,  
 HYD Knowledge City, Raidurg, Serilingampally Mandal  
 Hyderabad Rangareddi TG 500081 IN  
 Tel : +91 40 6712 2222, Fax: +91 40 6712 2224

Podium Floor, Binarius/Deepak Complex,  
 Yerwade, Pune - 411005,  
 Maharashtra, India.  
 Tel : +91 20 4150 4505, Fax: +91 20 4150 4525

7th Floor, Tower A, KGISL Infra Structure Pvt Ltd  
 Keeranatham Village, Saravanampatti  
 COIMBATORE – 641 035 TAMILNADU, IN  
 Tel : +91 422 688 4400





Registered Office:

10th Floor, Galaxy, Plot No.1, Sy.No.83/1, HYD Knowledge City,

Raidurg, Serilingampally Mandal Hyderabad

Rangareddi TG 500081 IN

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CIN : U72200TG2007FTC053815, Web : www.cotiviti.com

**Annexure -I****SALARY FITMENT SHEET****Date: 6-June-24**

Name of the candidate : **Sowmiya Palanisamy**  
 Designation : **Junior Medical Coder**  
 Department : **Intl Ops-Coding risk adj**  
 Expected Date of Joining : **1-July-24**

SALARY STRUCTURE		
Fixed Components	P.A (INR)	P.M (INR)
Basic	150,000	12,500
HRA	105,000	8,750
PF(Employer's Contribution)	21,600	1,800
<b>Flexi Benefit Plan</b>	<b>23,400</b>	<b>1,950</b>
LTA Taxable *	23,400	1,950
<b>Fixed CTC (A)</b>	<b>300,000</b>	<b>25,000</b>
<b>Other Benefits</b>		
Gratuity	7,215	
Group Medclaim & Personal Accident Policy Premium	36,446	
Life Insurance Premium	480	
<b>Total Other Benefits ( B)</b>	<b>44,141</b>	
<b>Total Cost to Company ( A + B)</b>	<b>344,141</b>	

Note:

1.\*Denotes optional component.

2. You are covered under Medclaim Insurance for self & immediate family (Family definition is Self, spouse, children & parents) subject to maximum four members including self. You have the option of adding maximum 2 more family members with the medclaim policy ( GMC) subject to premium to be paid by you. You are also covered under the personal accident policy and Group Life Insurance Policy of the company (Self only)

3. All the statutory insurance liabilities are covered under the above policies.

4. Please note PF contribution of both Employee and Employer are considered as part of above Fixed CTC.

5. The above remuneration is subject to Income Tax and other statutory deductions.

Thanking You

**For Cotiviti India Private Limited**

DocuSigned by:

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**Mohsin Mohammed****Vice President- Human Resources****ACKNOWLEDGEMENT:**I accept your offer of employment and will report on **1<sup>st</sup> July 2024**

DocuSigned by:

**Sowmiya Palanisamy**

(Signature of the candidate)

**Candidate Full Name -****Operational Offices:**

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HYD Knowledge City, Raidurg, Serilingampally Mandal  
Hyderabad Rangareddi TG 500081 IN  
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Rangareddi TG 500081 IN

Tel : +91 40 6712 2222, Fax: +91 40 6712 2224

CIN : U72200TG2007FTC053815, Web : www.cotiviti.com

## Position Description:

**Division:** Intl Ops-Coding Risk Adj

**Role-** HCC Medical Coding

**Location:** Coimbatore

**Experience-** Fresher

### Eligibility:

- Any Life Science or pharmacy graduate.
- Minimum 60% throughout Academics
- Interested and willing to make a long-term career in US Healthcare
- Good communication & analytical skills and should be good at basics of Life Sciences/ Medical Terminologies.
- Good team player with good attitude. Should be flexible
- Should be open to work in rotational shifts whenever required
- Available to join immediately

### Job Responsibilities:

- Demonstrate high level of quality in clinical coding work, identifying and validating HCC mapped diagnoses that are revenue generating
- Adherence to official coding guidelines, coding clinic determinations, client specific coding guidelines, CMS and other regulatory compliance guidelines and mandates.
- Identified by accuracy of 95% or above and consistent productivity
- Excellent written and verbal skills to include coaching and interpersonal skills
- Strong knowledge of medical terminology, anatomy, and physiology
- Skills in organization, time management and customer service
- Ability to read and understand medical record documentation for diagnosis extraction
- Analytical and problem-solving skills
- Must abide by all HIPAA and associated patient confidentiality requirements
- Must be able to identify trends in coding and documentation errors
- Clinical background preferred but not mandatory

### Attributes & Behaviors:

- Develops and maintains positive working relationships with others
- Shares ideas and information Ability to collaborate efficiently.
- Assists colleagues unprompted
- Takes pride in the achievement of team objectives
- Has credibility with peers and senior managers
- Self-motivated – driven to achieve results
- Works with a sense of urgency
- High customer service ethic – is passionate about meeting customer expectations and improving service levels
- Keeps pace with change – acquires knowledge/skills as the business evolves
- Handles confidential information with sensitivity.
- Exhibit behavior consistent with Cotiviti Values
  - Customer Driven
  - Collaborative
  - Accountable
  - Open

Sowmiya Palanisamy

DocuSigned by:

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14 June 2024

### Operational Offices:

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HYD Knowledge City, Raidurg, Serilingampally Mandal  
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CIN : U72200TG2007FTC053815, Web : www.cotiviti.com

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the job description for my position:

Position: Junior Medical Coder

I have reviewed this job description and I understand all my job duties and responsibilities outlined in the job description. I am able to perform the essential functions as outlined. I understand my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description, as well as any others communicated to me by my immediate supervisor that are not included in the job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

DocuSigned by:

A91745674FA74A1...

14 June 2024
**Employee's Signature**
**Date**
Sowmiya Palanisamy
**Employee's Name**
Operational Offices:

10th Floor, Galaxy, Plot No.1, Sy.No.83/1,  
HYD Knowledge City, Raidurg, Serilingampally Mandal  
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## Cotiviti India Private Limited

Registered Office:

10th Floor, Galaxy, Plot No.1, Sy.No.83/1, HYD Knowledge City,  
Raidurg, Serilingampally Mandal Hyderabad

Rangareddi TG 500081 IN

Tel : +91 40 6712 2222, Fax: +91 40 6712 2224

CIN : U72200TG2007FTC053815, Web : www.cotiviti.com

### **Annexure II** **Employee Insurance**

Cotiviti provides a Group Mediciam Insurance to all its employees for self & immediate family (Family definition is Self, spouse, children & parents) subject to maximum four members. Employees have the option of adding maximum 2 more family members with the Mediciam policy (GMC) subjective premium to be paid by employee.

Employee is also covered under the Personal accident policy (GPA) and Group Life Insurance Policy (GTLI). Upon termination, employee will not be able to avail any benefits of Insurances provided by Cotiviti.

For qualifying information and detailed plan information, please consult Human Resources.

Our insurance partners for GMC / GPA are:

Insurance Company	Liberty General Insurance Limited
Third Party Administrator (TPA)	Family Health Plan (FHPL)
Facilitator / Insurance Partner	Marsh India Insurance Brokers Ltd

#### **Group Health Insurance Policy (GMC)**

- Dependent Coverage 1+3+2 = Employee + Spouse + 2 Dependent Children + 2 Dependent Parents
- Minimum annual slab for sum insured / coverage for employees is INR 4 Lakhs
- Room Rent @ 2 % of the sum insured for both normal & ICU
- We do allow coverage of Parents (dependents)
- Pre-existing diseases, if any, are also covered by our policy
- Co- Pay in case of parental claims is only 10% now
- Maternity benefits are capped at INR 75k
- COVID19 treatment during quarantine period is covered through the insurance policy. Home Quarantine/ Self Quarantine/ Self Isolation expenses are not covered.

#### **Group Personal Accident Policy (GPA)** - Our insurance partner for GPA is Liberty General Insurance Limited

- Members Covered: Employees Only
- Sum Insured: 2 times of CTC

#### **Group Term Life Policy (GTL)** - Our insurance partner for GTLI is Bajaj Allianz Life Insurance Company Limited

- Worldwide coverage and compensation
- In the event of natural death
- In the event of death by accident
- Sum Insured: 2 times of CTC

#### Operational Offices:

10th Floor, Galaxy, Plot No.1, Sy.No.83/1,  
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Hyderabad Rangareddi: TG- 500081 IN  
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Keeranatham Village, Saravampatti  
COIMBATORE – 641 035 TAMILNADU, IN  
Tel: +91 422 668 4400





# VERTICAL SOLUTIONS

The Complete Business Solutions

Date: 08.03.2024

## APPOINTMENT LETTER

Dear, Sriharini.B

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 Assembly Line Operator at VERTICAL SOLUTIONS under Fosconn Hen Hai Technology India Mega Development Seperambudur block Sangavarchathram. The salary package is upto Rs. 16,000/- CTC per month and including Food, Transport and Accommodation. Deploying with the company location, and you are requested to join on

\_\_\_\_\_

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**

10, mark sheet, aadhar card, smart card, photo, vaccination proof, bank passbook aerox For

Vertical Solutions

Authorized Sign

I have read and accept the terms and conditions:

Date of Joining : 08.03.2024

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

HR Contact : 81227 33442

No. 111, Mount View Building, 3<sup>rd</sup> Floor, Guindy, Chennai - 600 032.

E-mail: [hr@verticalsolutions.com](mailto:hr@verticalsolutions.com) | Web: <http://www.verticalsolutions.com> | Land Line : 044 - 4854 7244



# SAI MEDICAL SYSTEM

Authorised Channel Partner for **PHILIPS Health Care**

## **APPOINTMENT LETTER**

**DATE: 06.03.2024**

**To**

**A. SRINITHI,  
No.5, POOLAVARI SUGUMAR NAGAR WEST  
KANGAIYAM CROSS ROAD,  
THIRUPPUR – 641604.  
MADURAI**

**SUB: APPOINTMENT FOR POST - APPLICATION SPECIALIST**

Dear Srinithi,

We are delighted to offer you with the opportunity of position **APPLICATION SPECIALIST** with **SAI MEDICAL SYSTEM**. You will be initially at Madurai on joining. Your salary will be INR 15,000/- (Rupees Fifteen thousand only) per month. You will be joining from the month of April 2024.

With best wishes

For **SAI MEDICAL SYSTEM**



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2/671G.R.Nagar 6th Street,K.Pudur,Madurai-625007.

Ph : + 0452-4952263, 99940 46163

E mail: saimedivalsystem@rediffmail.com      GST :33AEZPV9654C1ZQ



Ref Code: ILM/CI/2024-2025/220

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Ms. Subashree M

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/220

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

## 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.





Ref Code: ILM/CI/2024-2025/220

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.**
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/220

## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/220

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/220

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1









**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**



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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant:

**ILM/F/020/1.0**



**Appointment letter**

Date – 12-APR-2024

Place – Karur

Dear SUJAN K

Permanent Emp.ID 2085

Congratulations!

This letter confirms your appointment as a permanent employee in Objectways Technologies.

We refer to our meetings with you. We were impressed with your performance and enthusiasm and believe that you would be an asset to our organization.

You are designated as **Analyst** at **Karur**. The broad terms and conditions of employment are annexed hereto in Annexure A to this appointment letter. We would be delighted if you would join as part of the team, which builds and develops Objectways, and are confident that the relationship will be mutually beneficial. We hope that you find this opportunity to be stimulating as well as rewarding and we look forward to working with you.

We hope that you find the terms acceptable. Should you decide to accept this offer, please sign the duplicate copy of the letter enclosed herewith, as acceptance of the offer contained herein, and return the same to us at the earliest. Your date of joining is 31 JAN 2024, and as a permanent employee effective from 01<sup>st</sup> APRIL 2024.

Please feel free to contact me with any queries that you may have by e-mail at [hrm@objectways.com](mailto:hrm@objectways.com)

Best wishes,



Authorized Signatory.

## **ANNEXURE - I**

### **Terms and Conditions of Employment**

The following are the broad terms and conditions of employment offered by Objectways (hereinafter referred to as "Organization"). By signing and accepting this letter, you represent and warrant to the Organization that you are under no contractual commitments inconsistent with any or all of your obligations to and on behalf of the organization. This letter and its terms shall come into force and effect on the date of your signing and confirming your acceptance. Your appointment will be effective from the date of joining.

#### **1. Probation**

Initially, you will be on probation for a period of 90 days from the date of your joining and the said period of probation is liable to be extended by another 3 months or more purely at the discretion of the management. That during or at the expiry of the said period of probation or the extended period of probation, the management shall have the right to terminate your services without any notice or without assigning any reasons. That you shall continue on probation till your services are confirmed in writing the management.

During the Probation Period, you are not allowed to resign. If you resign within 3 months, that month's salary will not be provided. On satisfactory completion of the probation period or extended probation period, you will be confirmed in service.

The Background Verification is not satisfied within the probation period, then the employee will be terminated immediately.

#### **2. Rules and Regulations**

You will abide by the Rules and Regulations of the organization and the policies notified and in force in the company or which will be notified and made in force from time-to-time and the Organization shall have the right to vary, delete or modify any or all of these terms and conditions of service which shall be binding on you.

#### **3. Postings and Timings**

Your posting will be at **Karur**. However, your services are transferable to any other place (in India or abroad) in any office of the company or to any subsidiary or associate organization, whether currently existing or incorporating in future. You will be expected to attend the office during the working hours / shifts as may be decided by the organization. The working hours / shifts could be changed periodically depending on the work process requirements.

#### **4. Salary, Benefits and Taxes**

The break-up attached is in line with the current allowances / reimbursement structure. The organization reserves the right to change the structure from time-to-time. You will be entitled to retirement benefits, namely Provident Fund and Gratuity in accordance with laws of the country, and / or as per Organization policy. In addition, you will be entitled to performance-linked variable incentive / bonus as may be applicable from time-to-time, as per the respective process / group based incentive / bonus program.

Your individual remuneration is purely a matter between yourself and the organization and has been arrived on the basis of your job, skill's specific back and professional merit. You will be expected to maintain this information and any changes made therein from time-to-time as personal and confidential. You will execute a bond of confidentiality with the employer at any time till you resign or offered due pay package compensation.

## 5. Confidentiality & Exclusivity

You shall observe strict secrecy as to the affair, dealings, and concerns of the organization or its affiliates either during the continuance of this engagement or thereafter without the prior written consent of the Top Management of the Organization. You will not divulge to any third party, and use all reasonable endeavors to prevent the publication or disclosure of any Confidential Information., any information concerning the business accounts or financial plans or strategies of the organization or its affiliates, or of any customer or service provider of the organization or its affiliates, or any confidential report or research commissioned by or on behalf of the organization or its affiliates or any of their portfolio organizations in connection with the business or affairs of the organization, or any trade secrets of the organization or its affiliates including know-how and confidential transactions received by you, made known to you, or which you become aware of in the course of your relationship with the organization.

While maintaining secrecy and confidentiality you assure the underneath:

- a. You acknowledge that you may gain access to or possession of confidential information relating to the organization during the term of your employment.
- b. You shall refrain from divulging to any outside persons or concerns any information and secrets connected with Technologies that you may come across during the performance of your duties.
- c. You will treat all matters relating to company in strict confidence and not disclose it to outsiders except with the prior written authorization of organization. In particular, you are expected to maintain complete confidentiality in respect of work methods at our organization, systems developed / modified by the organization for its clients and / or any software developed or modified or acquired by the organization.
- d. You are prohibited to copy or sell organization's software packages outside without organization's prior permission. You acknowledge that conditions of this appointment are reasonable and necessary to protect disclosure of confidential information belonging to the company and any disclosure thereof will cause damage, hardship and injury to the organization.
- e. You are aware that your obligations relating to confidentiality survive the termination of your employment and you will be liable to pay damages and be subject to injunctive or other reliefs for any breach of aforesaid obligation.
- f. Intellectual Property Rights (IPR) such as copyrights, patents, trade-marks, secrets, etc., with respect to any software product including any solutions developed by you while in the employment of organization shall remain in the exclusive ownership of the organization and you shall have no right, title, or in respect of such IPRs.
- g. Confidential information includes all IPRs, information regarding quality control, business, financial information, places, customers', list, marketing data and any other information that are generally not known to the public.
- h. You will treat all client information as confidential and not disclose them to outsiders except when authorized.
- i. During your association with us, you may come across information that is of a vital and confidential nature, pertaining to our industry. It is, therefore, expressly agreed, as an important component of this this appointment, that you will not associate yourself, either directly or indirectly, either during your association with us, with any industry of a competitive nature.
- j. Any information or data made available to you the organization or by the customer of by any other party, or any innovation or improvement in process, design, etc., effected in the course of your association with us will belong to the organization and will be kept by you in strict confidence and will not be used by you to the detriment of the organization's interest at any time.





Given the nature of the business, you agree, acknowledge, accept and confirm that you shall have no proprietary interest in any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your relationship with the organization, or that are otherwise made through the use of the organization's time or materials, During the course of employment or thereafter you, with any intentions, will not do any act establishing, resulting in crippling of the organization's functioning or causing to the company financial loss, or damage to its image, the reputation or goodwill. If you are found committing any such acts, then the organization shall have the right to sue you under relevant laws and seek redressal.

## 6. Employer's covenants

A. During the term of the employment :

- i) The Employee shall not be entitled to, without the prior written consent of the Company
  - a) Accept executive responsibility, or any directorship, partnership or similar position involving management functions in any other organization
  - b) Indulge, participate, control and/or be involved in, any other activity or business in whatsoever capacity, which competes with the business of the Company, whatsoever through any other entity and/or participate in any business that is directly competing with that of the organization.

B. Subject to the terms of this employment letter, during the employment with the organization the employee shall not carry on or engage in directly or indirectly whether as an individual, through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, contractor, director trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise by himself or through any other entities, any business which competes with the whole or any part of any business being carried on or proposed to be carried on by the organization.

C. Your leave, absence, conduct and discipline during the tenure of your employment are subject to the rules and regulations of the company in this behalf.

D. After joining the company, if you are selected for an assignment abroad for a short or long-term duration, you will be required to submit your original certificates with the organization for a mutually acceptable duration.

E. You will authorize the organization and authorize and request former employer and persons, firm or corporation given in the application form as reference to answer any and all questions that may be sought in connection with this application or concerning you or your work, habit, character or skill or any action in any transaction.

F. You should declare your interest, financial or otherwise in any company or firm or any other individuals who have dealing with us in any capacity. In the event of yourself acquiring, or becoming or interested in the future in such a company or partnership or firm or individual, you should immediately disclose the nature and extent of your interest.

G. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to





## 7. Separation/Termination

After your confirmation, both you and the organization shall have the right to without assigning any cause, and with immediate effect, terminate association with the organization under this agreement upon giving 30 days prior written notice or salary in lieu thereof or as per the stipulation of the service rules so applicable.

The services of a workman are liable to be discharged on account of continued ill health including loss of efficiency, permanent total / permanent partial disablement or on account of illness for more than three months and has infectious /contagious effect. In such circumstances, the workman shall be paid one month salary in lieu of notice pay and he will not be entitled to any compensation in lieu thereof.

In case of an "Event of Breach", organization shall have right to terminate your employment without notice or payment of salary in lieu thereof if:

- i) You commit any breach of your duties and responsibilities under this contract of service
- ii) You are guilty of any gross default or misconduct which contravenes the express or implied conditions of your employment ; and
- iii) You commit breach of any of the terms of Non-disclosure agreement as per next Para of this appointment letter
- iv) If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed that you are no longer interested in working for the organization and have abandoned its services. The Organization will have the right to terminate your contract of service. In such case, you will not be entitled to any statutory compensation.

## 8. Attendance

- i) All the employees have to work 8 hours a day from Monday to Friday of every week and the same will be considered a full day. Based on the business requirements, Saturday(s) might be a working day.
- ii) The annual attendance of an employee should be above 75% in the calendar year (except for maternity leave), if not then the employee will be called for an inquiry and then may or may not allowed to continue in the organization with consideration of the HR & CEO/CO-FOUNDER.
- iii) There will be flexible timings according to the needs of the organization and the customers of the organization. The employee will be informed about the same in the due course of time, once it is fixed with the CEO/CO-FOUNDER & HR.

## 9. Leaves

### a) Annual Leave

- i) All the employees after completion of the probation period will be credited with a maximum of 12 days such leave in the calendar year indicates that in a month it can be availed for 1 day with reasonable notice to the immediate reporting. In case the leave has not been availed on that month, then it will be carried forward for the next month.
- ii) Such Leave will be carried forward as maximum of 6 days to the next calendar year. Maximum leaves can be carried forward is 18 days.
- iii) The leave encashment will be settled during the time of separation for maximum of 24 days only.
- iv) Once the employee attains 5 years of service and above in the organization in the particular calendar year, the same employee shall have maximum of 36 days from there on and same can be reimbursed during separation.



## **b) Sick Leave**

- i) This leave will be credited after one year of service in the organization.
- ii) The employee has to inform about the sick leave to the immediate reporting and then which can be availed Quarterly once. In case of any additional sick leave requirement in the quarter, that can be availed based on the approval and then which results in loss of pay (LOP) only. In case the employee has to extend sick leave beyond three days at a stretch, in turn has to be reported and approved by the HR Head. Such leave application has to be submitted with adequate proof.
- iii) This leave carries forward within the same calendar year and lapse in the end of the year; which doesn't carry forwarded to the next calendar year.

## **10. Non-Disclosure**

Unless authorized in writing by the Organization, you shall not divulge communicate or pass on any information in any form related to any aspect of the Organization to anyone outside the Organization. In addition, the Organization has confidential information and assets belonging to other persons (whether individuals, firms, corporations, or other entities) that the Organization is obligated to keep confidential. The expression "Confidential Information" refers to all and / or any of the trade secrets and confidential and proprietary information owned by or in the custody of the Organization. You agree that all Confidential Information is the exclusive property of the Organization, and you will be responsible and will take steps necessary to protect the Confidential Information. You agree that, during your employment or once after relieving from the organization, you will not use or reproduce or disclose any of the Confidential Information and except in the normal course of your job for the Organization or unless an Authorized officer or the Organization gives you written permission in advance. You agree to return any Confidential Information (and all copies) in your ownership on cessation of your employment with the Organization.

## **11. Professional Ethics**

You shall not conduct yourself in any manner of amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. Please deal with the Organization 's money, material and documents with utmost honesty and professional ethics. You shall also maintain utmost dignity in your behavior and conduct while dealing with the employees, vendors and visitors of the Organization including persons directly or indirectly associated with the Organization in any manner.

---

Please sign this appointment letter and return it to us in a token of your acceptance of the appointment and the terms and conditions. You are advised to go through the contents of this appointment letter before signing.

Wish you all the best and welcome you to our team.

Acknowledged, agreed, and accepted.

Signature:

Date :

**Annexure – II**  
**Compensation and Benefits**

Designation:Analyst

**Salary Structure:**

Basic	15000
Conveyance Allowance	NA
House Rent Allowance	2500
<b>Gross Salary</b>	<b>17500</b>
ESI Employee	250
PF Employee	750
Total Employee Contribution	1000

**The compensation remains same as per the last month (March 2024) pay structure and that can be visible in Growth. Please go through the same thoroughly and acknowledge the letter.**

- The salary structure remains confidential and should not be discussed with other employee.
- There will be additional employer benefits as Provident Fund & Insurance (Optional)

*Other Benefits Offered based on the business – Night Shift Allowance, Rewards & Recognition, Paid Casual Leave. The benefits are exclusive of CTC based on employee eligibility.*

On behalf of Objectways Technologies



Thanghapantieyaan  
Manager – Human Resources

Signature:

Date:

**Annexure – II**  
**Roles and Responsibilities**

- Review and moderate graphic content users submit to ensure compliance with our client's guidelines and policies.
- Make accurate judgments on explicit images, videos, and written content, categorizing them based on established criteria.
- Identify and report any violations of our client's guidelines, terms of service, or legal requirements.
- Collaborate with cross-functional teams to develop and enhance moderation processes and guidelines.
- Stay updated with industry trends, best practices, and legal requirements pertaining to graphic content moderation.
- Provide timely and detailed feedback to internal stakeholders and contribute to ongoing training and improvement initiatives.
- Maintain strict confidentiality and adhere to all privacy and data protection regulations.
- Collecting, cleaning, and validating data from multiple sources.
- Performing exploratory data analysis to identify patterns, correlations, and insights.
- Building and maintaining dashboards, reports, and data visualizations to communicate findings.
- Developing predictive models and machine learning algorithms to solve business problems.
- Collaborating with cross-functional teams to understand data needs and provide analytical support.
- Collaborating with stakeholders to gather and document business requirements for projects or initiatives.
- Analyzing business processes and workflows to identify areas for improvement or optimization.
- Developing use cases, user stories, and functional specifications to guide software development.
- Facilitating meetings and workshops to elicit requirements, gather feedback, and drive consensus.
- Working closely with developers, designers, and project managers to ensure successful project delivery.

\*Subject to change based on the project and appointment in different roles.





**Offer: Computer Consultancy**

**Ref: TCSL/DT20234690671/Chennai**

**Date: 12/07/2024**

Mr. Sureshkumar Vadivel  
2/12 , Periyur Street,  
Vadakaraiattur,  
Namakkal-637213,  
Tamilnadu.  
Tel# 91-8056768789

Dear Sureshkumar Vadivel,

**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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20234690671**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **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. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## 5. 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 **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

### Performance Bonus

Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay 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.

## 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.

## **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 towards Provident Fund as per the provisions of the said Act.

**TCS Confidential**

**TCSL/DT20234690671**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory



during the period of probation, 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 Background 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 in extended working hours depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

#### **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. 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 in this offer letter.

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.

## 11. 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.

## 12. 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.

## 13. 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.



#### **14. Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### **15. Pre-employment Medical Certificate**

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

#### **16. Employment of Non Indian Citizens**

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

#### **17. Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

#### **18. Submission of Documents**

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





documents)

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

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

The original documents will be returned to you after verification.

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

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

## 19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

TCS Confidential

TCSL/DT20234690671

**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 Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



offices, as identified, for such period as TCSL may decide.

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

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

## **20. Letter of Appointment**

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

## **21. Rules and Regulations of the Company**

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

## **22. Compliance to all clauses**

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

## **23. 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. A 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 & Academic Interface



[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**

<b>Name</b>	<b>Sureshkumar Vadivel</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Nandha Engineering College, Erode</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
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> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019; India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkana d, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India,</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>



## Annexure 3

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.

01-June-2024

To  
Swathi K.,  
D/O of Kuppusamy,  
2/577, Lithukuli Main Road,  
Perayapalayam, Tiruppur,  
Tamil Nadu - 641607

Dear Swathi,

### Offer of Employment

We are pleased to offer you an opportunity to work as "Junior Software Developer - Trainee"  
with **BI3 TECHNOLOGIES INDIA PVT LTD**, From 01<sup>st</sup> June 2024

#### 1. Remuneration and Variable Pay

- a) You are entitled to an Annual Fixed Salary package of Rs. 4,00,152/- PA (inclusive of all deductions) \*\* TDS Applicable as per Government Norms. Your position is subject to the following terms and conditions
- b) The remuneration is confidential, and you are expected not to disclose this information to anyone in the company or in the industry.
- c) Your employment will be confirmed after satisfactory completion of the probation period.

#### 2. Probation Period

- a) You will be on probation for the first 6 months. This period may be extended or reduced depending upon your performance, application, attendance and bearing. The management will assign your work timings. If your work is found to be satisfactory during such period, you will be confirmed in service by issuing a letter of confirmation.
- b) At any time during the probationary period, such employment may be terminated by the Company on one day's notice being given without any reason being assigned for such termination.
- c) During this time, you will learn your responsibilities, get acquainted with your co-workers, and determine whether you are happy with your job. Also, during this time, you are responsible to report your work progress and activities to your Supervisor via the CRM or Email or Phone

#### 3. Place of work

Initially you will be posted in **Chennai**. The Company will be entitled to transfer you during the probation or after your confirmation to any division, section, office or locality including in any other associated subsidiary to group Company in the same locality or at any other associated subsidiary or group Company in the same or at any other place in India or



abroad in the same or similar capacity on the same terms and conditions and emoluments as applicable at the place where you are so transferred.

#### 4. Working Hours

Our normal working hours are Monday through Saturday from 9AM to 6PM. You might be required to extend working hours to meet the delivery schedule however, due to business exigencies employees may be required to work at different timings which may be prescribed by the Delivery Head/Team Leader from time to time.

Note: During your training period you will be working in general shift.

#### 5. Vacation Benefits & Holidays

Leave benefits are as follows:

**Sick and Paid Leave: 24 days in a calendar year.**

For each month, 1 day sick leave and 1 day Paid leave would be credited for Confirmed Employee and 1 day sick leave will be credited for an employee in Probation.

You will be following an Indian holiday. The list will be published by the HR periodically.

#### 6. Other Allowances:

Lunch will be provided at a subsidized rate of INR 250 per Month

#### 7. Verification

- a) This appointment is based on the details provided by you in the Company application form/employee data form/during the interview/data provided prior to or at the time of joining.
- b) The offer is made based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks, and approval of your employment/immigration pass application (wherever applicable). For audit purposes, you are also expected to provide an original copy of your last pay slip to the Human Resources Department.
- c) Any misrepresentation in the information provided will give the Company authority to terminate your service immediately without any notice.

#### 8. Code of Ethics and Business Conduct

- a) You will abide by the rules and regulations of the Company, which may be in force or as amended from time to time, failing which the Company will take necessary disciplinary action as per Company's policy.
- b) You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your application/certificates and/or bio-data are correct. In case aforesaid particulars are found to be incorrect or it is found that you have concealed or withheld some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled without any notice.

- c) You shall be governed by the service Rules & Regulations and policies of the Company that are in force or will be introduced and / or modified from time to time. Any amendment or modification thereto shall be binding on you. In addition, the Company rules and regulations are to be followed as per specified in the HR policy.
- d) While in the services of the Company, you shall not engage directly or indirectly in any trade or business or undertake any other employment with or without any commercial gain. Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.
- e) You agree that during the term of employment and after the termination of your employment, you shall not in any way, directly or indirectly:
- Induce or attempt to induce any employee of the company to quit employment with the company.
  - Otherwise interfere with or disrupt Company's relationship with its employees.
  - Solicit, entice, or hire away any employee of the Company.

#### 9. Cyber Crimes

You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime. For the purpose of this offer letter, "Cyber Crimes" means any isolated or concerted act done anywhere by which the originator of such act or associates,

- a) Gain unauthorized access to the computer system or computer network.
- b) Downloads copies or extracts any information or data from such system.
- c) Introduces any harmful code.
- d) Causes any damage to the system or network.
- e) Causes the non-functioning or mal-functioning of any system or network.
- f) Causes denial of access to any authorized person to the system or network.
- g) Contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made there under.
- h) Tamper or manipulates any system or network with the object of operating the account of another person.
- i) Alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means.
- j) Does anything which has the effect of adversely the performance of a computer network or services.

## 10. Restrictions

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

- a) Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the company in India, including without limitation companies engaged in similar activities as those of the company as were performed or developed at any time during your tenure.
- b) Solicit customers of any person who is or has been a customer of the company for the purpose of offering to that person goods or services similar to or competing with those of the company.
- c) Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above.
- d) Solicit any employees of the company, which includes the persons employed by the company after termination of your employment with company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.

## 11. Confidentiality/ Secrecy

- a) You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the company. You shall act in due diligence not to divulge any client information or professional secrets of the company. Infringement of this condition will render you liable to summary dismissal and / or prosecution.
- b) You must not at any time after leaving the employment of the company for any reason, disclosed or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the company or to other companies and / or affiliates of the company in India or abroad.
- c) On the termination of the employment for whatever the reason, you will be required to return to the company all property, documents and papers in your possession or under your control, relating to your employment or to clients' business affairs.
- d) You must not anywhere, at any time after termination of your services or employment with the company, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the company.
- e) You undertake that you shall not at any time represent to the world at large of your association with BI3, to derive any commercial value or benefit from the goodwill of BI3 for your own benefit or the benefit of your future / prospective employer except for the purposes of furnishing the resume of your past experience to the prospective employer and shall not in any



manner publish in the resume that you are associated with B3 subsequently after his resigning/relieving/termination from B3 Services.

## 12. Classified Information Agreement

You must keep secret all confidential matters of the Company including but not limited to customer lists, subscription lists, details of author or consultant contracts, pricing policies, marketing plans or strategies, business acquisition plans, research projects and other business affairs of the Company, and you must not disclose them to anyone outside the Company without the Company's express written consent.

Your duties to maintain confidentiality remain even if your employment ends. Any breach of this policy will not be tolerated and legal action may be taken by the Company. The nature of our business and the economic well-being of our Company are dependent upon protecting and maintaining proprietary Company information.

You will be required to enter into a Non-Disclosure Agreement with the Company at the time of joining and any other confidentiality agreement that may be prescribed by the overseas clients that you would be working for from time to time.

## 13. Notice of Termination

- a) During the probation period, your services with the Company are liable to be terminated at any time, without any notice or commission or assigning of any reason there of and at the sole discretion of the Company.
- b) After your confirmation if your services are not satisfactory, the Company will terminate your service after giving you 1 month's notice or pay 1 month's basic salary in lieu of notice, at the sole discretion of the management.
- c) Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have committed any breach of this agreement/policies.
- d) Any voluntary termination of employment by employee shall be done against a letter of resignation to his/her Lead or Human Resources Department. During probation or after being confirmed resignation requires **3 months' notice** in advance or compensation to the Company equal to a prorated amount of the cost to the Company to the extent of deficit notice. During this notice period you will not be eligible to take any leave.
- e) In case you are unauthorizedly absent yourself from duty continuously for a period of 10 days or more, you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of the contract of employment by you and not a termination of services by the Company. In such circumstances, the Company will have the discretion of adjusting salary against the notice period of such abandonment.

## 14. Validity

You have been engaged on the presumption that the particulars furnished by you in your application and / or Bio-data are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated / cancelled without any notice.



This appointment is conditional on our receiving satisfactory reference from the list of referees furnished by you at the time of interview. Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your employment with Bi3 Info Solutions on the day of your joining you will be required to return the duplicate copy of your offer letter duly signed for our records.

We welcome you to the family of **Bi3 TECHNOLOGIES INDIA PVT LTD** and wish to have a long-term association with us. We are confident you will be able to make a significant contribution to the success of our Company.

For Bi3 Technologies India Pvt Ltd

Sincerely,



**ELANGO S**  
Director



#### DECLARATION

Please note that your compensation package is confidential, and you shall not divulge the same to any one else. In case of any violation, it will be considered as misconduct and will lead to action as per Company Policy. For any clarification in pay structure, you are advised to discuss with Human Resources department.

By signing and dating this letter below, I, K. SWATHI read, understood, agreed, and accept the job offer as "Junior Software Developer - Trainee" with Bi3 Technologies India Pvt Ltd.

Signature: K. Swathi.

Date: 28.06.2024.

## Letter of Intent

**Date: - 12/2/2024**

**Dear:-Swetha K**

**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 (here in after 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 through out 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 - 560 098, Tel: +91 86325 78003

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

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 800 097, Tel:-91 044 2433 1235

**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 546 837 0837

## 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 **18Months** 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 **1stJan-31stDec** 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 on boarding 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 86325 78003

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

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**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 546 837 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
PFE 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
TamilNadu	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.

**Swetha K**

**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 86325 78003

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

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 800 097, Tel: +91 044 2433 1235

**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 546 837 0837





**APPOINTMENT LETTER**

Date: 05.06.2024

To,

Vasanth M,  
214, Nehru Nagar,  
Yeswanthpur,  
Benguru - 560022

**Subject:** Appointment as Junior Biomedical Engineer

Dear Vasanth M,

We are pleased to offer you the position of **Junior Biomedical Engineer** at **People Tree Hospital, Bangalore**, effective from 17.06.2024. You will be an integral part of our biomedical engineering team, contributing to the maintenance and innovation of our medical equipment to ensure optimal patient care.

Your employment will be governed by the following terms and conditions:

1. **Position:** Junior Biomedical Engineer
2. **Location:** People Tree Hospital, Bangalore
3. **Compensation:** Your total remuneration package will be Rs.2,40,000 Annually, subject to statutory deductions.
4. **Probation Period:** You will be on probation for a period of 6 months after which your performance will be reviewed for confirmation.
5. **Working Hours:** Your working hours will be from 9:00 am to 6:00 pm 6 days a week. However, you may be required to work beyond these hours depending on operational needs.
6. **Duties and Responsibilities:** As a Junior Biomedical Engineer, your primary responsibilities will include, but are not limited to:
  - Maintenance and calibration of biomedical equipment.
  - Ensuring compliance with safety standards and protocols.
  - Assisting in the procurement of new equipment.
  - Supporting the medical staff in the effective use of equipment.
7. **Other Benefits:** You will be eligible for benefits as per the hospital's policies.
8. **Termination:** Either party may terminate this appointment by providing before 1 month notice in writing or by paying compensation in lieu thereof.

We look forward to having you on our team and believe that you will make a valuable contribution to People Tree Hospital. Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions.

Welcome to People Tree Hospital!

Yours sincerely,  
Subramani M  
HR Manager  
People Tree Hospital, Bangalore.

## OFFER LETTER

To

Date: 15/05/2024

Mr. VILLIAM DAVID R,  
B.E. BIOMEDICAL ENGINEERING,  
NANDHA ENGINEERING COLLEGE,  
ERODE.

Dear Mr. VILLIAM DAVID R,

We are pleased to announce your selection for the position of **Calibration Trainee** at Vanavil Calibrations Pvt Ltd.

Your appointment will be with an annual stipend, amounting to a cost-to-company of Rs. 1,80,000/-.

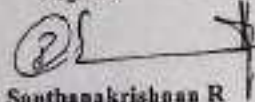
As previously discussed, you will be part of our **Calibration Team**. Based on your performance, you will be eligible for placement on our regular payroll, which will include salary, Provident Fund (PF), Employee State Insurance (ESI), and other benefits.

Your initial posting will be at our **Head Office** in Salem, Tamil Nadu.

We request you to join us no later than **1<sup>st</sup> June 2024**.

We look forward to welcoming you to our team and wish you a successful journey with Vanavil Calibrations Pvt Ltd.

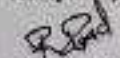
Regards,



Southan Krishnan R  
Director  
Vanavil Calibrations Pvt Ltd



Accepted by,



Mr. VILLIAM DAVID R.



Dr.P.Shanmugam <hodchemical@nandhaengg.org>

## B.TECH CHEMICAL INTERVIEW RESULT - REG

4 messages

Ramisuresh G <rd@tagros.com>

Sat, Jan 6, 2024 at 11:44 AM

To: "Dr.N.SUBRAMANIAN" <hodchemical@nandhaengg.org>

Dear Sir,

Greetings from Tagros!

Find the results of your college Chemical Engg. Students Off-Campus interview held on 05.01.2024 at our Factory.

Ask the students to join on or before 10.01.2024

And confirm the same at the earliest.

LIST:

VITHYASAGAR B 1/1

ABIN RAJ D 1

AKASH G 2

NITHISH CHANDRAN PG 1/3

**NOTE:**

-

Kindly ask the students to bring the following documents while joining without fail.

Documents with attestation

- 1. Marksheet
- 2. Certificate
- 3. Character Certificate
- 4. Affidavit
- 5. PAN Card
- 6. Passport Size Photo
- 7. Recent Photograph

Kindly confirm the same.

Regards

G. RAM SURESH

DEPUTY MANAGER - HR

TAGROS CHEMICALS INDIA PRIVATE LIMITED,

A-4/1 2 4 5, 3/1 & 1C, SIPCOT INDUSTRIAL COMPLEX,

PACHAYANKUPPAM CUDDALORE - 607 005

MOBILE - 94 87151950, 9787004174.

From: Dr.N SUBRAMANIAN <nodchemical@nandhaengg.org>

Sent: 29 December 2023 16:31

To: Ramsuresh G <hrd@tagros.com>

Subject: B.TECH CHEMICAL - FINAL YEAR - 2024 PASSING BATCH- INTERVIEW-REG



Dear Sir

With reference to our telephonic conversation, I had herewith attached the list of students attending interview on 5.1.2024.

Thank you

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

<https://scholar.google.com/citations?user=nxP50McAAAAJ&hl=en&authuser=1>

<https://orcid.org/0000-0001-9794-9121>

<https://www.scopus.com/authid/detail.uri?authorid=48761475300>



Please don't print this e-mail unless you really need to.

Dr.N.SUBRAMANIAN <hodchemical@nandhaengg.org>

To: 20CH003 DHANUSH A S <dhanush.20ch003@nandhaengg.org>, Keerthi chemical <keerthi.chemical@nandhaengg.org>, SATHISH THANGAMUTHU <sathishthangam@nandhaengg.org>, jawahar chemical <jawahar.chemical@nandhaengg.org>, murugesan a <murugesan.a@nandhaengg.org>

Sat, Jan 6, 2024 at 11:51 AM

15/01/2024 11:51 AM

Mon, Jan 8, 2024 at 1:27 PM

Dr.N.SUBRAMANIAN <hodchemical@nandhaengg.org>  
To: Ramsuresh G <hrd@tagros.com>

Dear Sir  
With reference to your mail, four of our students will report to the company on 10.01.2024.

[View attachment](#)  
-

Mon, Jan 8, 2024 at 4:09 PM

Ramsuresh G <hrd@tagros.com>  
To: "Dr.N.SUBRAMANIAN" <hodchemical@nandhaengg.org>

Thanks for the confirmation sir

Regards,

RAM SURESH G

HUMAN RESOURCE

[View attachment](#)

11<sup>th</sup> June 2024

HR/A-9/51/2024

Mr. Dhanush A S  
10/306 B, 5Th Street, Barathi Nagar,  
Gopali Mill, Ammapalayam,  
Ammapalayam, Avinasi,  
Tiruppur - 641652


Dear Dhanush,

Further to our e-mail communication dated 09<sup>th</sup> May 2024 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 19<sup>th</sup> June 2024 for completing the joining formalities and your formal training will commence from 20<sup>th</sup> June 2024 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 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.

For Southern Petrochemical  
Industries Corporation Limited

  
Sivakumar J  
Head- HR



Southern Petrochemical Industries Corporation Limited  
(CIN: L11101TN1969PLC005778)  
Factory: SPIC Nagar, Muthiahapuram Post, Tuticorin 628 005 Tamil Nadu, India  
Phone : +91 (0461) 2355401 | Email : spiccorp@spic.co.in | www.spic.in



**NATIONAL OXYGEN LIMITED**  
**SIPCOT - PERUNDURAI**



**M.ENBARAJAN**

**TRAINEE ENGINEER(PROCESS)**

**Emp.Code : E80084**

**DOJ : 10.06.2024**

**Authorised Signatory**



HR/A-9/27/2024

29<sup>th</sup> March 2024

Mr. Gnanavel P S  
Thoppampatty,  
Palani Post  
Dindigul  
Tamil Nadu - 624617

Dear Gnanavel,

Further to our e-mail communication dated 09.02.2024 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 2024 for completing the joining formalities and your formal training will commence from 14<sup>th</sup> June 2024 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 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.

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, Tamil Nadu, India.

FACTORY : Muthuhapuram Post, Tuticorin - 628 005, Tamil Nadu, India.

T : +91(461) 2355411 | E : feedback@greenstar.net.in

Web : www.greenstarfertilizers.com

# Relproc

Plant Life Cycle Solution



**GUNALAN M**

**Emp.Code : RE042**

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



Dr.P.Shanmugam <hodchemical@nandhaengg.org>

## B.TECH CHEMICAL INTERVIEW RESULT - REG.

4 messages

Tue, Jan 23, 2024 at 3:41 PM

Ramsuresh G <hrd@tagros.com>  
To: "Dr.N.SUBRAMANIAN" <hodchemical@nandhaengg.org>

Dear Sir,

Greetings from Tagros!

Find the results of your college Chemical Engg. Students Off-Campus interview held on 22.01.2024 at our Factory.

Ask the students to join on or before 29.01.2024

And confirm the same at the earliest

### LIST

RANJITH B 15

SUGIESHIVASHAMUGAM A R 14

JAYANTH S 1

VENGADANARASIMMAN P 25

PRAKADESH U 16

KISHORE A 5

----- Forwarded message -----

From: Ramsuresh G <hrd@tagros.com>

Date: Tue, Jan 23, 2024 at 3:41 PM

Subject: B.TECH CHEMICAL INTERVIEW RESULT - REG.

To: Dr.N.SUBRAMANIAN <hodchemical@nandheegg.org>

Dear Sir,

Greetings from Tagros!

Find the results of your college Chemical Engg. Students Off-Campus interview held on 22.01.2024 at our Factory.

Ask the students to join on or before 29.01.2024

And confirm the same at the earliest.

**LIST**

RANJITH B

SUGIESHIVASHAMUGAM A R

JAYANTH S

VENGADANARASIMMAN P

PRAKADESH U

KISHORE A

**NOTE:**





1<sup>st</sup> July 2024

**Dear C. JEEVITHA**

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as a **LAB CHEMISTRY** our organization with effect from July 1<sup>st</sup> 2024, subject to the following terms & conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

**Designation:** LAB CHEMISTRY.

**Primary Task:** LAB ANALYSIS, DOCUMENTATION & TECHNICAL REPORTING.

**Secondary Task:** PLANT OPERATION.

#### 1. PLACE OF WORK:

Your place of work will be Tiruppur. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries, or associates, if, as, and when required.

#### 2. EMOLUMENTS:

Your total compensation (Cost to the Company) will be 17,000/- ( Inclusive of PF & ES ) Net salary will be 15,073/- After which your performance will be reviewed and an increment to yearly.

#### 3. PROBATION:

You will be placed on probation for a period of ( six months ) from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case the management is not satisfied with your performance. The probation period will be assumed to have been extended until such time as you receive your confirmation in writing.

#### 4. REVIEWS:

Performance reviews will be done on a Quarterly basis with the first one at the end of three months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. However, salary reviews would be done once every year.

#### 5. RESPONSIBILITIES:

In view of your office, you will be required to carry out your duties and responsibilities effectively, to achieve the desired results which may include working late hours.

#### 6. LEAVE:

Every employee is eligible for leave as per the prevailing leave policy. It will be clearly mentioned in the Annexure II

INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED

OFFICE ADDRESS: Old No.13 and New No. 21A, Second Floor, East Road, West CIT Nagar, Nandhanam, Chennai - 600 035  
CONTACT: +91 9840476080, accounts@ifcs.in

### **7. NO SIMULTANEOUS EMPLOYMENT:**

While employed with this company, you will not in any circumstances be permitted to work for any other firm or person, either whole-time or part-time, to own, or in any way be associated with any firm or person as advisor, director or partner, whether paid or not, for your services, without prior written permission of the company.

### **8. CONFIDENTIALITY OF INFORMATION:**

- You will not, during the continuance of this appointment and thereafter, disclose, divulge, or communicate to any interested or other persons, whatsoever, any information relating to the company's technical know-how, business practices, or any other information of a confidential character.
- The employee shall treat all information obtained by him/her during the course of his/her employment with the Company, either directly from the other employees of the Company or during the course of his / her work with the Company, as strictly confidential.
- Such information may include, without limitation, the Company's finances, customers, clients, modes of operation, information relating to research, development, trade secrets, contact names, addresses, phone numbers, etc., but shall not include information known or available to the Employee prior to his / her employment with the Company and/ or readily available to persons of ordinary skills in the assigned areas of technical / business expertise.

### **9. DISCIPLINE:**

- You will be governed by the company's rules and regulations that may be promulgated from time to time.
- You shall not refuse to take up any assignment that may be offered to you by the company.
- You shall be expected to abide by the rules and regulations of the company, be courteous, honest, and professional within the company or with its clients/customers, and maintain & represent the Company's high standards of professional Services at all times, whether in the Company or at its client's site(s).
- You shall be responsible for all company properties and materials that are in your possession, and all infrastructure like telephones, computers, projectors, etc. that have been provided to you to enable you in your work.
- You shall not publicly criticize, defame or misrepresent the Company and shall not knowingly commit any such actions which may result in the Company's image/business being adversely affected.
- During the course of your employment with the Company, you will not solicit business of any nature either directly or indirectly, for yourself, or for any other party, from the Company's clients and/or customers.

INCOMPRESSIBLE FLUID CONTROL SYSTEMS PRIVATE LIMITED

OFFICE ADDRESS: Old No.13 and New No.24A, Second Floor, East Road, West Off Nagar, Naraina, New Delhi - 110028.  
CONTACT: +91 9840476080, accounts@ifcs.in



**10. POSTAL ADDRESS:**

You will keep the company informed of the postal address along with a contact number for communication including the changes that may occur during your period of employment with the company.

**11. WORKING HOURS:**

You shall be expected to work 12 hours per day. The working hours are subject to change, depending on the requirements of the Company.

**12. APPRAISAL:**

- All the correspondence of day-to-day activities of the individual employee must be maintained in the official **ICFCS WEB APPS** (Ex. Expenses & other options in the app) and appraisal will be conducted based on data entered/available in the **ICFCS WEB APP**
- Based on (Monthly performances, Quarterly performances, half-yearly performances, and Annual performances of the individual (data available / Entered) in-app by individual staff. The performance appraisal/salary increment/incentive shall be decided.
- Appraisal shall be evaluated based on **Primary tasks and Secondary tasks** assigned to the individual employees.

**13. COMPANY ALLOWANCE:**

Regarding Work-Related Traveling and expenses will be given as per company Norms

**14. OWNERSHIP OF INVENTIONS, IDEAS, ETC:**

- The company shall be the sole owner of all Enquiry Company related activities (Sales and Marketing) Inventions, Ideas, Materials, Systems, Codes, etc. that may be devised/created by the Employee in the course of his / her employment with the Company.
- The Employee shall have no claim of any nature whatsoever and undertakes not to utilize, part with, or divulge such information to any third party, even after he/she has ceased to be an employee of the company.
- The above terms and conditions shall be binding upon both the parties hereto during the entire course of employment of the Employee with the Company.
- Apart from the above terms and conditions, you shall be bound by and shall adhere to such other rules and regulations as may be in force, from time to time, in the Company.



#### **15. AUTHENTICITY OF INFORMATION:**

*This appointment is made on the basis of information provided by you in the application and also at the time of the interview. Original copies of your certificates, testimonials, and previous employment records should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from service without any notice.*

#### **16. EMPLOYEE DISCIPLINARY ACTION POLICY:**

- *Bind your company's related activities, Sales, Marketing, Projects, Procurement, Erection, Commissioning activities, and other official information to be confidential.*
- *Only disclose information to other employees when it's necessary and authorized.*
- *In case employees fail in the above terms they will be penalized as per company policies and legal action.*
- *If fails employee will be terminated and the penalty charged depends on the case.*
- *If an employee fails to do so, legal action will be taken.*

#### **17. TERMINATION:**

- *This contract of employment is terminable by either party by giving a 30-day notice during the probationary period and a 90-day notice on/after confirmation or on payment of salary in lieu of the notice period. Either party is not bound to give any reason thereof.*
- *The Company reserves the right to recover salary in lieu of any un-served notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period and is not bound to give any reason thereof.*
- *In the event of any misconduct or breach of terms of employment on the part of the employee during probation or on/after confirmation the Company reserves the right to terminate this contract immediately without any notice.*
- *If any Privilege leave is due to the employee, salary in lieu of such leave will be paid, subject to the limits laid down in this respect.*
- *On termination of this contract, you will immediately give up to the Company before you are relieved, of all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.*
- *The above terms and conditions are subject to changes from time to time and the same will be communicated to you in writing. Please sign the copy of this letter, as a token of acceptance of your appointment on the terms and conditions mentioned above.*

*We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the Company*

*Warm Regards,*

*For INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED,*

*Manager - Human Resource*

*I agree to abide by the terms and conditions mentioned in the letter of appointment*

**INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED**

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CONTACT: +91 9840476080, accounts@ifcs.in



## Annexure II

As per ICFCS Policy;

1. Every month there is an allowance of 1 Casual Leave & 7 days of sick leave per year.
2. 10 minute grace period is allowed for logging in every day depending on the shift hours.
3. Break timings should not exceed Lunch 45 minutes and Tea time 15 minutes every day
4. To qualify for Incentives, one should have not taken any leaves for the month.
5. Every 3 days of late coming will be penalized as  $\frac{1}{3}$  a day Loss Of Pay and 5 late coming will be calculated @ 1 day Loss Of Pay. Uninformed/Unplanned Leaves will be calculated at straight LOP even if there is a leave balance. Uniform leave will not be considered in CL.
6. Use Software for advance requests regarding expenses. Which should be applied on or before 5 PM.
7. Attendance should be marked in **Biometric** in case any staff are visiting in customer place, which will be implicated in the ICFCS APP as well soon.
8. Work Progress must be entered on a daily basis on the ICFCS APP without negligence within 24 hours.
9. Everyone must follow Discipline with company rules & regulations, Must wear Safety shoes, an ID Card, and a Uniform with neat and clean.
10. Getting paid for overtime hours based on the total of overtime hours will be paid by every month's end to the employees.

Warm Regards,

For INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED.

Manager - Human Resource

INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED  
OFFICE ADDRESS: Old No.13 and New No.24A, Second Floor, East Road, West CIT Nagar, Narasimharaj Chettyar - 600 035  
CONTACT : 011 9840476080, accounts@icfcs.in

**ANNEXURE I**
**Statement of Compensation and Benefits**
**Name:**
**C. JEEVITHA**
**Designation: LAB CHEMISTRY**

<b>Components of Salary</b>	<b>Monthly</b>	<b>Annual</b>
Basic	₹ 8,000.00	₹ 96,000.00
House Rent Allowance	₹ 4,000.00	₹ 48,000.00
Conveyance Allowance	₹ 2,000.00	₹ 24,000.00
Medical Reimbursement	₹ 2,000.00	₹ 24,000.00
Food and Accommodation	₹ 1,000.00	₹ 12,000.00
<b>Total Cost to Company, CTC-I</b>	<b>₹ 17,000.00</b>	<b>₹ 2,04,000.00</b>

**Deductions:**

Employee contribution to PF	₹ 1,800.00	₹ 21,600.00
Employee contribution to ESI	₹ 127.00	₹ 1,524.00
<b>Total Net Salary to Employee</b>	<b>₹ 15,073.00</b>	<b>₹ 1,83,876.00</b>

**Contribution from Company**

Employer's contribution to PF	₹ 1,800.00	₹ 21,600.00
Employer's contribution to ESI	₹ 553.00	₹ 6,636.00
<b>Total Gross Salary, CTC-II</b>	<b>₹ 19,353.00</b>	<b>₹ 2,32,236.00</b>

Warm Regards,

For INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED,

Manager - Human Resource

**INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED**

 OFFICE ADDRESS: Old No.13 and New No.24A, Second Floor, East Road, West CIT Nagar, Nandhanam, Chennai - 600 055  
 CONTACT: +91 9840476080, accounts@icfcs.in

1<sup>st</sup> July 2024**Dear B .LOGESHWARAN**

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as a **LAB CHEMISTRY** our organization with effect from July 1<sup>st</sup> 2024, subject to the following terms & conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

**Designation:** LAB CHEMISTRY.

**Primary Task:** LAB ANALYSIS, DOCUMENTATION & TECHNICAL REPORTING.

**Secondary Task:** PLANT OPERATION.

**1. PLACE OF WORK:**

Your place of work will be Tiruppur. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries, or associates, if, as, and when required.

**2. EMOLUMENTS:**

Your total compensation (Cost to the Company) will be **17,000/-** ( Inclusive of PF & ESI ) Net salary will be **15,073/-** After which your performance will be reviewed and an increment to yearly.

**3. PROBATION:**

You will be placed on probation for a period of ( six months ) from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case the management is not satisfied with your performance. The probation period will be assumed to have been extended until such time as you receive your confirmation in writing.

**4. REVIEWS:**

Performance reviews will be done on a Quarterly basis with the first one at the end of three months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. However, salary reviews would be done once every year.

**5. RESPONSIBILITIES:**

In view

of your office, you will be required to carry out your duties and responsibilities effectively, to achieve the desired results which may include working late hours.

**6. LEAVE:**

Every employee is eligible for leave as per the prevailing leave policy. It will be clearly mentioned in the Annexure II

**IN INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED**

OFFICE ADDRESS: Old No. 13 and New No. 76A, Second Floor, East Road, West of TNagar, Nandikuram, Chennai - 600 035.  
CONTACT: +91 9845160811, accounts@icfcs.in





## Lake Chemicals Pvt. Ltd.

Prasanna Atium, 5th Level, Unit No. 001,  
No.1, Central Street, Opp. Empire Hotel,  
Shivaji Nagar, Bangalore - 560 001, INDIA  
Tel. : +91-80-22660000 Fax : +91-80-22660000  
E-mail : [marketing@lakechemicals.com](mailto:marketing@lakechemicals.com)

REF.NO:LCPL/2023-24

DOJ:05/02/2024

Dear **Mr. MATHANIKUMAR KONAIYA**

SUB: APPOINTMENT FOR THE POST OF "TRAINEE APPRENTICE - PRODUCTION"

We are pleased to inform you that we shall train you in our PRODUCTION department and you will be designated as "TRAINEE APPRENTICE - PRODUCTION" you will be working on the following terms and conditions.

1. You will be as an apprentice for a period of 1 year (12 months).
  2. During your 1 year of training period, you will be given a consolidated stipend of Rs. 14,000/- CTC per month.
  3. You will not be entitled to any other allowances, benefits or leave facilities.
  4. On completion of the said period of your training or any extended period thereof, it shall stand terminated within the meaning of sub clause (b b) of clause (c c) of section 2 of the Industrial Dispute Act, 1947 and such termination shall not amount to retrenchment.
  5. During your period you shall be under an instructor and strictly adhere to the schedule of the training.
  6. Your training may be discontinued by the management without giving any prior notice.
  7. However the Management reserves the right to offer you employment after completion of your training period, in which event you shall accept such employment on terms and conditions to be advised to you & agree to serve the company for a period of at least one year.
- B. The management is under no obligation to offer you employment after the completion of your training period.

1/3

Visit Us at : [www.lakechemicals.com](http://www.lakechemicals.com)

Factory : #21M, 7th Cross, Industrial Area, Anand Nagar, Bangalore - 562 107, INDIA  
Tel: +91 80 27679119 Email: [marketing@lakechemicals.com](mailto:marketing@lakechemicals.com)

GST NO : 28AAACL3883K1Z3





## Lake Chemicals Pvt. Ltd.

Prestige Arium, Giti Level, Unit No. 603,  
No.1, Central Street, Opp. Empire Hotel,  
Shivaji Nagar, Bangalore - 560 001, INDIA  
Tel : +91 80-27806600 Fax : +91-80-22868003  
E-mail : marketing@lakechemicals.com

9. During your training period you shall not interact or engage yourselves in any other business, occupation or calling.

10. You shall not at any times during your training period or thereafter, disclose to anyone any information, know-how, knowledge, secrets, methods, plans etc., of the company).

11. You shall take well care of and be responsible for the work, machinery, tools, materials entrusted to you from time to time.

12. Your date of Birth as per your certificate is 16/03/2003.

13. In addition to the above terms and conditions, you will be governed by the company's service rules & regulations i.e. during the period of Training / Probation if you intend to leave the organization you have to serve the notice period of 60 days and it will be the management discretion to relieve you earlier than the notice period. On your being absorbed in the employment of the company, your services may be terminated by 60 days notice or by payment of 60 days wages in lieu of notice. If you desire to leave the services of the company a written notice of 60 days which is duly accepted by the Management will have to be given by you. However the company has a right to waive the period of notice and relieve you immediately on receipt of your notice, in which case no salary will be payable for the period of notice so waived.

14. You are not eligible for any leave during your notice period and if you still takes leave will be treated as LOP. If company requires you need to fully complete the notice period as applicable in Point No.13.

15. You will be following all the terms and conditions as been stipulated in the Confidential Agreement, if applicable.

16. You should furnish to the management your correct residential address while in employment. Any change in the address should be intimated forthwith. Even when you are on leave, you should not leave the Station without intimating to the management and also give the correct address at which the management can get in touch with you in case of need.

2/3

Visit Us at : [www.lakechemicals.com](http://www.lakechemicals.com)

Factory : # 21M, Allbirds Industrial Area, Anokul Taluk, Bangalore - 562 107, INDIA.  
Tel: 090 27820119 Email : [marketing@lakechemicals.com](mailto:marketing@lakechemicals.com)

GST NO : 29AAAC13683K123



## Lake Chemicals Pvt. Ltd.

Prestige Aldem, 6th Level, Unit No. 603,  
No.1, Central Street, Opp. Empire Hotel,  
Shivaji Nagar, Bangalore - 560 001, INDIA  
Tel. : +91-80-22000900 Fax : +91-80-22866493  
E-mail : marketing@lakechemicals.com

17. This offer of training is subject to your being found medically fit by the Company's doctor or any other Registered Medical Practitioner duly authorized by the Company.

18. Any dispute arising out of and/or related to your employment with the company shall be subjected to Bangalore Jurisdiction only.

19. If you are willing to accept the above terms and conditions, you may join duty after affixing your signature on the duplicate of this order, in token of your acceptance.

**WISH YOU ALL THE BEST!!!!!!**

Yours Sincerely,

For LAKE CHEMICALS PVT.LTD

**AUTHORIZED SIGNATORY**

I have read and understood the above contents and have voluntarily accepted the same.

Place: Bangalore

Date:

Signature of Employee

3/3

Visit Us at : [www.lakechemicals.com](http://www.lakechemicals.com)

Factory : F 218A, Atcharya Industrial Area, Anandaloka, Bangalore - 562 107, INDIA  
Tel: 080 27820116 Email : admin@lakechemicals.com

RST NO : 29AAACL3683K123



1<sup>st</sup> July 2024

Dear G.MOORTHY

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as a **Graduate Engineer Trainee** in our organization with effect from July 1<sup>st</sup> 2024, subject to the following terms & conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

**Designation:** Graduate Engineer Trainee

**Primary Task:** ETP-ZLD Plant Operation & Maintenance

**Secondary Task:** Project Works & Erection and Commissioning activities

#### 1. PLACE OF WORK:

Your place of work will be Tiruppur. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries, or associates, if, as, and when required.

#### 2. EMOLUMENTS:

Your total compensation (Cost to the Company) will be 17,000/- (Inclusive of PF & ESI) Net salary will be 15,073/- After which your performance will be reviewed and an increment to yearly.

#### 3. PROBATION:

You will be placed on probation for a period of ( six months ) from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case the management is not satisfied with your performance. The probation period will be assumed to have been extended until such time as you receive your confirmation in writing.

#### 4. REVIEWS:

Performance reviews will be done on a Quarterly basis with the first one at the end of three months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. However, salary reviews would be done once every year.

#### 5. RESPONSIBILITIES:

In view of your office, you will be required to carry out your duties and responsibilities effectively, to achieve the desired results which may include working late hours.

#### 6. LEAVE:

Every employee is eligible for leave as per the prevailing leave policy. It will be clearly mentioned in the Annexure II

INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED

OFFICE ADDRESS: Old No.33 and New No.24A, Second Floor, East Road, West C/E Nagar, Nandharan, Chennai - 600 038  
CONTACT: +91 9840476088, accounts@ifcsa.in



## B.TECH CHEMICAL INTERVIEW RESULT - REG

4 messages

Sat, Jan 6, 2024 at 11:44 AM

Ramsuresh G <hrd@tagros.com>

To: "Dr.N.SUBRAMANIAN" <hodchemical@nandhaengg.org>

Dear Sir,

Greetings from Tagros!

Find the results of your college Chemical Engg. Students Off-Campus interview held on 05.01.2024 at our Factory.

Ask the students to join on or before 10.01.2024

And confirm the same at the earliest.

LIST:

VITHYASAGAR B 26

ABIN RAJ D 1

AKASH G 2

NITHISH CHANDRAN PG 13

NOTE:



# Tagros

Chemicals India Pvt. Ltd.

TAGROS/OFF/APPYR/2024 July 26, 2024

Dear Mr PABINESH P ,

Sub: Selection for the position of "Process Trainee".  
Ref: Your application on 26.07.2024.

With reference to the above subject and subsequent interview you had with us on 06.01.2024, We have pleasure in engaging you in the position of "Process Trainee", for a period of one year effective from your date of joining, however it shall not be later than 01.08.2024, on the following terms and conditions:

- 1 Training Period: You will be on Apprenticeship for the period of one year with effect from-date of reporting for the apprenticeship. It may be clearly understood that this offer of Apprenticeship does not constitute any direct or indirect guarantee for employment in our organization after completion of the Apprenticeship.
2. Stipend: You will be paid a stipend of Rs. 10610/- per month during the period.
3. Posting: You will be initially placed for training in our SBUs - Chemicals/Greases & Lubricants/ Industrial Packaging.
4. Leave: During your work period you will be entitled to 12 days of casual leave.
5. Conduct: You will conduct yourself in a disciplined manner and abide by all such rules and regulations of the company as may be in force from time to time.
6. Acceptance: In case, the above offers is acceptable to you, please sign and return us the duplicate copy letter as a token of your acceptance of terms and conditions

Thanking you

Yours faithfully

For TAGROS Chemicals Pvt Ltd.



Ramsuresh G  
HR - Tagros Pvt Ltd.



## B.TECH CHEMICAL INTERVIEW RESULT - REG.

3 messages

Tue, Jan 23, 2024 at 3:41 PM

Ramsuresh G <hrd@tagros.com>

To: "Dr N SUBRAMANIAN" <hodchemical@nandhaengg.org>

Dear Sir,

Greetings from Tagros!

Find the results of your college Chemical Engg. Students Off-Campus interview held on 22.01.2024 at our Factory.

Ask the students to join on or before 29.01.2024

And confirm the same at the earliest.

### LIST

RANJITH B 15

SUGIESHIVASHAMUGAM A R 94

JAYANTH S 7

VENQADANARASHIMMAN P 21

**PRAKADESHU 14**

KISHORE A 4



## Lake Chemicals Pvt. Ltd.

Prestige Avenue, 10th Floor, Unit 10-602  
No.1, Gandhi Street, Anna Nagar, Chennai  
Shree Nagar, Bangalore, Karnataka  
Tel: +91 80 22201100 Fax: +91 80 22201102  
Email: marketing@lakechemicals.com

REF.NO:LCPL/2023-24

DOJ:10/01/2024

Dear **Mr. RAGUL SURESH** SIR,

### SUB: APPOINTMENT FOR THE POST OF " TRAINEE APPRENTICE - PRODUCTION "

We are pleased to inform you that we shall train you in our PRODUCTION department and you will be designated as " TRAINEE APPRENTICE - PRODUCTION" you will be working on the following terms and conditions.

1. You will be as an apprentice for a period of 1 year (12 months).
2. During your 1 year of training period, you will be given a consolidated stipend of Rs. 14,000/- CTC per month.
3. You will not be entitled to any other allowances, benefits or leave facilities.
4. On completion of the said period of your training or any extended period thereof, it shall stand terminated within the meaning of sub clause (b b) of clause (a o) of section 2 of the Industrial Dispute Act, 1947 and such termination shall not amount to retrenchment.
5. During your period you shall be under an instructor and strictly adhere to the schedule of the training.
6. Your training may be discontinued by the management without giving any prior notice.
7. However the Management reserves the right to offer you employment after completion of your training period, in which event you shall accept such employment on terms and conditions to be advised to you & agree to serve the company for a period of at least one year.
8. The management is under no obligation to offer you employment after the completion of your training period.

1/3

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Factory # 21M, Attaram Industrial Area, Ankal, Taluk, Bangalore - 562 107, INDIA  
Tel: 080 22201100 Email: [admin@lakechemicals.com](mailto:admin@lakechemicals.com)

GST NO: 29AAAC13653K1Z3



1<sup>st</sup> July 2024

Dear S.RAGUL,

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as a **Graduate Engineer Trainee** in our organization with effect from July 1<sup>st</sup> 2024, subject to the following terms & conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

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Performance reviews will be done on a Quarterly basis with the first one at the end of three months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. However, salary reviews would be done once every year.

#### 5. RESPONSIBILITIES:

In view of your office, you will be required to carry out your duties and responsibilities effectively, to achieve the desired results which may include working late hours.

#### 6. LEAVE:

Every employee is eligible for leave as per the prevailing leave policy. It will be clearly mentioned in the Annexure II

INCOMPRESSIBLE FLUID CONTROL SYSTEMS PRIVATE LIMITED

OFFICE ADDRESS: Old No.13 and New No.24A, Second Floor, East Road, West OT Nagar, Narasimhan, Chennai - 600 035

CONTACT: +91 9840476080, accounts@icfcs.in



1<sup>st</sup> July 2024

**Dear B .RANJITH**

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as a **LAB CHEMISTRY** our organization with effect from July 1<sup>st</sup> 2024, subject to the following terms & conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

**Designation: LAB CHEMISTRY.**

**Primary Task: LAB ANALYSIS, DOCUMENTATION & TECHNICAL REPORTING.**

**Secondary Task: PLANT OPERATION.**

**1. PLACE OF WORK:**

Your place of work will be Tiruppur. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries, or associates, if, as, and when required.

**2. EMOLUMENTS:**

Your total compensation (Cost to the Company) will be **17,000/- ( Inclusive of PF & ESI ) Net salary will be 15,073/-** After which your performance will be reviewed and an increment to yearly.

**3. PROBATION:**

You will be placed on probation for a period of ( **six months** ) from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case the management is not satisfied with your performance. The probation period will be assumed to have been extended until such time as you receive your confirmation in writing.

**4. REVIEWS:**

Performance reviews will be done on a Quarterly basis with the first one at the end of three months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. However, salary reviews would be done once every year.

**5. RESPONSIBILITIES:**

In view of your office, you will be required to carry out your duties and responsibilities effectively, to achieve the desired results which may include working late hours.

**6. LEAVE:**

Every employee is eligible for leave as per the prevailing leave policy. It will be clearly mentioned in the **Annexure II**

**INCOMPRESSIBLE FLUID CONTROL SYSTEMS PRIVATE LIMITED**

OFFICE ADDRESS: Old No.13 and New No.24A, Second Floor, East Road, West CIT Nagar, Nandhanam, Chennai - 600 035.  
CONTACT: +91 9840476080, accounts@icfcs.in

# Tagros

Chemicals India Pvt. Ltd.

TAGROS/OFF/APPTR/2024 July 26, 2024

Dear Mr SANJAY R .,

Sub: Selection for the position of "Process Trainee".

Ref: Your application on 26.07.2024.

With reference to the above subject and subsequent interview you had with us on 06.01.2024, We have pleasure in engaging you in the position of "Process Trainee", for a period of one year effective from your date of joining, however it shall not be later than 01.08.2024, on the following terms and conditions.

1. Training Period: You will be on Apprenticeship for the period of one year with effect from date of reporting for the apprenticeship. It may be clearly understood that this offer of Apprenticeship does not constitute any direct or indirect guarantee for employment in our organization after completion of the Apprenticeship.

2. Stipend: You will be paid a stipend of Rs. 10610/- per month during the period.

3. Posting: You will be initially placed for training in our SBUs - Chemicals/Greases & Lubricants/ Industrial Packaging.

4. Leave: During your work period you will be entitled to 12 days of casual leave.

5. Conduct: You will conduct yourself in a disciplined manner and abide by all such rules and regulations of the company as may be in force from time to time.

6. Acceptance: In case, the above offers is acceptable to you, please sign and return us the duplicate copy letter as a token of your acceptance of terms and conditions.

Thanking you

Yours faithfully

For TAGROS Chemicals Pvt Ltd.



Ramsuresh G  
HR - Tagros Pvt Ltd.



1<sup>st</sup> July 2024

**Dear V. SANJAY**

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as a **LAB CHEMISTRY** our organization with effect from July 1<sup>st</sup> 2024, subject to the following terms & conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

**Designation:** LAB CHEMISTRY.

**Primary Task:** LAB ANALYSIS, DOCUMENTATION & TECHNICAL REPORTING.

**Secondary Task:** PLANT OPERATION.

#### **1. PLACE OF WORK:**

Your place of work will be Tiruppur. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries, or associates, if, as, and when required.

#### **2. EMOLUMENTS:**

Your total compensation (Cost to the Company) will be **17,000/-** ( Inclusive of PF & ESI ) **Net salary will be 15,073/-** After which your performance will be reviewed and an increment to yearly.

#### **3. PROBATION:**

You will be placed on probation for a period of ( **six months** ) from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case the management is not satisfied with your performance. The probation period will be assumed to have been extended until such time as you receive your confirmation in writing.

#### **4. REVIEWS:**

Performance reviews will be done on a Quarterly basis with the first one at the end of three months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. However, salary reviews would be done once every year.

#### **5. RESPONSIBILITIES:**

In view of your office, you will be required to carry out your duties and responsibilities effectively, to achieve the desired results which may include working late hours.

#### **6. LEAVE:**

Every employee is eligible for leave as per the prevailing leave policy. It will be clearly mentioned in the **Annexure II**

### **INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED**

OFFICE ADDRESS: Old No. 13 and New No. 24A, Second Floor, East Road, West of IIT Nagpur, Nandamburam, Chennai - 600015  
CONTACT: +91 9880476080, accounts@ifcs.in

HR/A-9/34/2024

23<sup>rd</sup> March 2024

Mr. Santhoshkumar V. 22  
122/1, Kamala Nagar,  
Karungalpalayan,  
Erode  
Tamil Nadu - 638003

Dear Santhoshkumar,

Further to our e-mail communication dated 09.02.2024 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 2024 for completing the joining formalities and your formal training will commence from 14<sup>th</sup> June 2024 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 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.

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 : Muthalpuram Post, Tuticorin - 628 005, Tamilnadu, India.

T : +91 (461) 2355111 | E : feedback@greenstar.net.in

Web : www.greenstarfertilizers.com





## Interview Result and Joining Date details

2 messages

**Kanagaraj Sangaiah** <kanagaraj@kavinengg.com>

Fri, May 10, 2024 at 10:20 AM

To: subasini2002@gmail.com <subasini2002@gmail.com>

Cc: Santosh <santosh@kavinengg.com>, Syed Yussouf Syed Ishak <yussouf@kavinengg.com>, Naveenkumar Vagar <naveenkumar.v@kavinengg.com>, Muniya Jayanthi <jayanthi.c@kavinengg.com>

Dear Subasini R,

Greetings from KAVIN!!!

Congratulations. We are happy to inform you that you have been selected for the position of "Trainee - Process Engineer".

Your joining date will be 03rd June 2024, 9.00 AM

Location : **Kavin Engineering and Services Private Limited, Module 102, First Floor, TIDEL Park Coimbatore Limited, Vilankuruchi Village, Civil Aerodrome Post, Coimbatore-641 014.**

Below are the required documents to carry while joining.

1. Aadhar card (Original & Photocopy)
2. Pancard (Original & Photocopy)
3. Degree certificate / Provisional Certificate (Original & Photocopy)
4. Consolidated Marksheet (Original & Photocopy)
5. 12th Marksheet (Original & Photocopy)
6. 10th Marksheet (Original & Photocopy)
7. 3 Nos Passport size photo
8. Experience/Service Certificate (If Currently employed with Other Organisation)

Kindly acknowledge the receipt of this email and confirm the joining date.

Regards,

**Kanagaraj Sangaiah,**

Kavin Engineering and Services Private Limited,

Mob: +91-9787839141, Module 102 | First Floor | TIDEL Park Coimbatore Limited |

Vilankuruchi Village | Civil Aerodrome Post | Coimbatore 641 014 | India

**Subasini R** <subasini2002@gmail.com>

Fri, May 10, 2024 at 11:34 AM

To: Kanagaraj Sangaiah <kanagaraj@kavinengg.com>

Dear sir,

Thanks for selecting me for the position Trainee - Process Engineer in Kavin Engineering and Services Private Limited.



**KAVIN**<sup>TM</sup>

**SUBASINI R**



**Emp.No : 982**



**115/6 VGB Garden,  
Near Chola Nagar,  
Ellapalayam Road,  
Periyasemur (PO),  
Erode- 04**

---

**Date of Birth : 31-07-2002**

**Date of Joining : 03-06-2024**

**Mobile Number: 9677798319**

**ICE No : 9865817750**

**Blood Group: A+ve**

---


**Kavin Engineering And Services  
Private Limited**

Module 102, 1st Floor,

Tidel Park Coimbatore Limited,

ELCOT-SEZ (IT/ITES), Vilankurichi Village,

Civil Aerodrome Post, Coimbatore - 641014

  
Sign

**The Sanmar Group - Joining Intimation- GET Programme - 11th July 2024 at Mettur**

1 message

A I Sriram Alagappan -AISA1 -EXEC MGR/CATHRD/HR/CORP <AISA1@sanmargroup.com>  
Cc: R A Deepak Surya -RADSI -AEM (T)/CATHRD/HR/CORP <RADSI@sanmargroup.com>

Mon, 8 Jul, 2024 at 13:09

Greetings from The Sanmar Group! :-)

Congratulations on your selection to our **GET programme 2024**.

Further to the selection made under our **GET programme 2024**, we are pleased to inform you that joining date is on **11th July 2024, Thursday at 8:00 AM**

**Joining Location:**

**Chemplast Sanmar Limited, Mettur**  
Plant 1 - Training Center  
Opp. After Mettur Railway station Stop or Elephant Gate.  
Salem District - Mettur 636403

Contact person at Mettur will be: **Mr M Manikannan - 9791611402 / Mr B Manikandan - 9557994466**

**You are required to carry the following documents on the date of joining :**

- 1) **Educational certificates** : (10th / 12th /UG/PG) - Mark sheets /Online copy, Provisional Certificate, Transfer Certificate, Course Completion Certificate - [Original (for verification) and one set photocopy]
- 2) **Passport size photographs** - 3 number (**White background**)
- 3) **PAN Card** [Please apply if you don't have one now] - [Original (for verification) and two photocopies]
- 4) **Aadhar Card** [Please apply if you dont have one now] - [Original (for verification) and two copies]
- 5) **Original Pre Employment Medical Check up bill.**

Please get the correct date of birth details of your mother and father, required to be filled in EPF forms.

**You are required to wear formals and shoes on all days. (Jeans / T Shirts are strictly not allowed)**

Do get in touch with us for any clarifications:

A I Sriram /AISA1@sanmargroup.com / 9715085052

A Deepak Surya / RADSI@sanmargroup.com / 6381749251

Looking forward to your becoming a part of the Sanmar family soon!

Kindly acknowledge the receipt of this email.

Regards

Sriram

HR Department

The Sanmar Group - Corporate Division

No 9, Cathedral Road

Chennai - 600086

Ph: 044 - 43938717 | 91 9715085052

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**A R SUGIESHIVASHANMUGAM**



*Ushakanta*  
**Issuing Authority**

**Chemplast Sanmar Limited**  
**Raman Nagar PO Mettur Dam 636 403 India Tel + 91 4298 231 980**

**Address : No 00, Pandian Nagar North Pet**

**Sathyamangalam - 638401**

**Res Tel : 9442710892**

**Drug Allergy :**

**Blood Group : O +ve**

**Date of Birth : 17/11/2002**

**PEN : ARS8**



Dr.P.Shanmugam <hodchemical@nandhaengg.org>

## B.TECH CHEMICAL INTERVIEW RESULT - REG.

4 messages

Tue, Jan 23, 2024 at 3:41 PM

Ramsuresh G <hrd@tagros.com>

To: "Dr.N.SUBRAMANIAN" <hodchemical@nandhaengg.org>

Dear Sir,

Greetings from Tagros!

Find the results of your college Chemical Engg. Students Off-Campus interview held on 22.01.2024 at our Factory.

Ask the students to join on or before 29.01.2024

And confirm the same at the earliest.

### LIST

RANJITH B 19

SUGIESHIVASHAMUGAM A.R. 14

JAYANTH S 7

VENGADANARASIMMAN P 11

PRAKADESH U 14

KISHORE A 5



## B.TECH CHEMICAL INTERVIEW RESULT - REG

4 messages

Ramsuresh G <hrd@tagros.com>

To: "D.N.SUBRAMANIAN" <hodchemical@nandhaengg.org>

Sat, Jan 5, 2024 at 11:44 AM

Dear Sir,

Greetings from Tagros.

Find the results of your college Chemical Engg. Students Off-Campus interview held on 05.01.2024 at our Factory.

Ask the students to join on or before 10.01.2024

And confirm the same at the earliest.

LIST:

**VITHYASAGAR B** 25

ABIN RAJ D 11

AKASH G 9

NITHISH CHANDRAN PG 13

NOTE:





# Lake Chemicals Pvt. Ltd.

Prestige Atrium, 6th Level, Unit No. 603,  
No 1, Central Street, Opp. Empire Hotel,  
Shivajinagar, Bangalore - 560021, INDIA  
Tel : +91-80-22869600 Fax : +91-80-22869603  
E-mail : marketing@lakechemicals.com

REF.NO:LCPLI2023-24

DOJ:10/01/2024

Dear **Mr. AAKASH B**

**SUB: APPOINTMENT FOR THE POST OF " TRAINEE APPRENTICE - PRODUCTION "**

We are pleased to inform you that we shall train you in our PRODUCTION department and you will be designated as " TRAINEE APPRENTICE - PRODUCTION" you will be working on the following terms and conditions.

1. You will be as an apprentice for a period of 1 year (12 months).
2. During your 1 year of training period, you will be given a consolidated stipend of Rs. 14,000/- CTC per month.
3. You will not be entitled to any other allowances, benefits or leave facilities.
4. On completion of the said period of your training or any extended period thereof, it shall stand terminated within the meaning of sub clause (b b) of clause (a o) of section 2 of the Industrial Dispute Act, 1947 and such termination shall not amount to retrenchment.
5. During your period you shall be under an instructor and strictly adhere to the schedule of the training.
6. Your training may be discontinued by the management without giving any prior notice.
7. However the Management reserves the right to offer you employment after completion of your training period, in which event you shall accept such employment on terms and conditions to be advised to you & agree to serve the company for a period of at least one year.
8. The management is under no obligation to offer you employment after the completion of your training period.

1/3

Visit Us at : [www.lakechemicals.com](http://www.lakechemicals.com)

Factory : 233E Attiada Industrial Area, Ankal Taluk, Bangalore - 562 107, INDIA  
Tel : 080 27820119 - Email : [admin@lakechemicals.com](mailto:admin@lakechemicals.com)

GST NO : 29AAAC13683K1Z3

1<sup>st</sup> July 2024

**Dear G. GOKUL**

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as a **LAB CHEMISTRY** our organization with effect from July 1<sup>st</sup> 2024, subject to the following terms & conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

**Designation: LAB CHEMISTRY.**

**Primary Task: LAB ANALYSIS, DOCUMENTATION & TECHNICAL REPORTING.**

**Secondary Task: PLANT OPERATION.**

### **1. PLACE OF WORK:**

Your place of work will be Tiruppur. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries, or associates, if, as, and when required.

### **2. EMOLUMENTS:**

Your total compensation (Cost to the Company) will be **17,000/- ( Inclusive of PF & ESI ) Net salary will be 15,073/-** After which your performance will be reviewed and an increment to yearly.

### **3. PROBATION:**

You will be placed on probation for a period of ( **six months** ) from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case the management is not satisfied with your performance. The probation period will be assumed to have been extended until such time as you receive your confirmation in writing.

### **4. REVIEWS:**

Performance reviews will be done on a Quarterly basis with the first one at the end of three months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. However, salary reviews would be done once every year.

### **5. RESPONSIBILITIES:**

In view of your office, you will be required to carry out your duties and responsibilities effectively, to achieve the desired results which may include working late hours.

### **6. LEAVE:**

Every employee is eligible for leave as per the prevailing leave policy. It will be clearly mentioned in the **Annexure II**

**INCOMPRESSIBLE FLUID CONTROL SYSTEM PRIVATE LIMITED**

OFFICE ADDRESS: Old No.13 and New No.24A, Second Floor, East Road, West CH Nagar, Nandhanam, Chennai - 600 035

CONTACT: +91 9840476080, accounts@icfs.in



Ref: UHP/HR/OL/GET/2024/01

Date: 11<sup>th</sup> April 2024

To,

**Kennedy Diwakar Joseph**  
S/O Joseph, 293/85, Mani Road  
Kujillyam Parai, Dhalipatti  
Guziliamparai, Dindigul, Veda sandur  
Tamil Nadu 624703

## Letter of Offer

Dear Kennedy Diwakar Joseph,  
Congratulations!! & Welcome to the dynamic team of UHP Technologies Private Limited.  
With reference to your application & subsequent discussion you have had with us, the  
Management is pleased to offer you the position of **Graduate Engineer Trainee** with our  
Organization on the mutually agreed terms:

- You will join us On or Before **1<sup>st</sup> July 2024**.
- After you join, you may be deployed to any of our Project Locations across India.
- You will get a Monthly Stipend of Rs. **22,000/-** and corresponding Cost to Company (CTC) will be Rs. **329492/-** Details as per enclosed annexure.
- Apart from the Stipend, you will get the benefits like Stay\*, Travel\* & other Statutory Benefits as applicable to you.
- A Detailed Appointment Letter will be issued to you on your joining the Organization.
- Your Appointment is subject to finding you medically fit and upon receipt of copies of all your Educational Certificates, testimonials, as applicable.

Please note that this offer Letter is based upon correctness of the representation of facts made by you in your application and discussions. Kindly acknowledge duplicate of this offer Letter as a token of your acceptance of our letter.

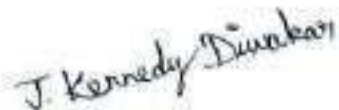
Yours Faithfully,

For UHP Technologies Pvt Ltd,



**Manjunath Jyothinagar**  
Managing Director

Accepted by:



**Kennedy Diwakar Joseph**



## Lake Chemicals Pvt. Ltd.

Prestige Atrium, 6th Level, Unit No. 603,  
No 1, Central Street, Opp. Empire Hotel,  
Shivaji Nagar, Bangalore - 560 001, INDIA  
Tel. : +91-80-22868800 Fax : +91-80-22869993  
E-mail : marketing@lakechemicals.com

REF.NO:LCPL/2023-24

DOJ:25/12/2023

Dear **Mr. MURALHIDHARAN** 33

### **SUB: APPOINTMENT FOR THE POST OF " TRAINEE APPRENTICE – PRODUCTION "**

We are pleased to inform you that we shall train you in our **PRODUCTION** department and you will be designated as "**TRAINEE APPRENTICE – PRODUCTION**" you will be working on the following terms and conditions.

1. You will be as an apprentice for a period of **1 year (12 months)**.
2. During your **1 year** of training period, you will be given a consolidated stipend of **Rs. 14,000/- CTC per month**.
3. You will not be entitled to any other allowances, benefits or leave facilities.
4. On completion of the said period of your training or any extended period thereof, it shall stand terminated within the meaning of sub clause (b b) of clause (o o) of section 2 of the Industrial Dispute Act, 1947 and such termination shall not amount to retrenchment.
5. During your period you shall be under an instructor and strictly adhere to the schedule of the training.
6. Your training may be discontinued by the management without giving any prior notice.
7. However the Management reserves the right to offer you employment after completion of your training period, in which event you shall accept such employment on terms and conditions to be advised to you & agree to serve the company for a period of at least one year.
8. The management is under no obligation to offer you employment after the completion of your training period.





vinothkumar.b &lt;vinothkumar.b@nandhaengg.org&gt;

**Fwd: Offer Letter- Reg.,**

2 messages

Wed, Aug 28, 2024 at 7:56 PM

**SREENATH P** <sreenathre29@gmail.com>

To: "vinothkumar.b@nandhaengg.org" &lt;vinothkumar.b@nandhaengg.org&gt;

----- Forwarded message -----

From: &lt;hn@sanvira.bio.com&gt;

Date: Wed, Jul 3, 2024, 10:21 AM

Subject: Offer Letter- Reg.

To: &lt;sreenathre29@gmail.com&gt;

Cc: Ksr Rao &lt;ksrao@sanvira.com&gt;, Hr &lt;hn@sanvira.com&gt;

Dear **Mr. Sreenath P**

Thanks for evincing interest in working with us. Based on the discussions and subsequent interview we had with you, we are happy to offer you the position of "**Junior Executive Trainee - Production**". The position will be based at our Plant located at Chattametta Village, via Atchutapuram Visakhapatnam.

Detailed Salary breakup will be given in the appointment letter at the time of joining.

**Your Annual CTC Rs. 2,52,000/- (Rupees Two Lakhs Fifty Two Thousand Only). Including all monthly, annual and retiral benefits, which includes Bonus/ex-gratia, Gratuity, PF, ESI Employer's contribution etc.**

We are looking forward to joining our team on or before **10.07.2024**.

Looking forward to your acceptance by return mail.

And also bring the documents mentioned in Annexure on the Date of Joining.

**Thanks & Regards****M Sanjeevi****Executive HR & Administration****Sanvira Biosciences Pvt Ltd**

Plot No 106, Survey no 41 & 42,  
Phase 1, Kavuri hills, Madhapur,  
Hyderabad, Telangana-500033  
9959157584

3 attachments


8/30/24, 2:01 PM

**sanvira**  
BIOSCIENCES.

fdb6e42.png  
18K

**sanvira**  
BIOSCIENCES.

fdb6e42.png  
18K

 Annexure.pdf  
258K

Thu, Aug 29, 2024 at 5:49 AM

vinothkumar b <vinothkumar.b@nandhaengg.org>  
To: SREENATH P <sreenathsre29@gmail.com>

Dear SREENATH,  
Noted...pls  
[Quoted text hidden]

## APPOINTMENT LETTER

21.05.2024

Dear AADHITHYAN S

Subject: Appointment letter for the role of Junior Drafting Engineer (Grade I) - Reg.

On behalf of our company, we are pleased to offer you the position of Junior Drafting Engineer (Grade I) at the Company. You will be working out of the Company's Erode office.

You agree that the Company may change your role from time to time and you agree to undertake such additional or alternative duties for the Company and/or any Group Company, without additional remuneration, as the Company may reasonably require. The Company reserves the right to withdraw this offer until your acceptance of this offer. You may report to the duty from 03.06.2024.

For CHANDRAA BUILDER

*A. Shanmuga*  
PARTNER



98423 21122  
93440 81560



66, Athukkaadu, Arasiramani kullampatti (Po),  
Sankari (Tk). Salem (Dt) - 637 101



Ph. : 7010059090  
7904946372

## SHENDHURAN CONSTRUCTION

Nanjai Uthukull, Erode - 638 104.

E-mail : shendhuranconstructioned@gmail.com

TO WHOMSOEVER CONCERN

Ref No: 03/2024/HR/56

Date: 12/05/2024

Dear Devashree S,

**SUB: Letter of Appointment – Structural Detailer - Trainee**

We are delighted to inform you that you got appointed as Trainee – Structural Detailer in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Your offer has been made based on information furnished by you. Please sign and return the duplicate copy of this letter in token of your acceptance. Your internship training appointment begins on 20<sup>th</sup> May 2024.

The Pay scale for the above mentioned post is Rs.16, 500 per month exclusive the allowances for food and accommodation.

SHENDHURAN  
CONSTRUCTION

For SHENDHURAN CONSTRUCTION

  
Partner



Cell: 76394 44321  
83003 23321

# B.T.R. CONSTRUCTION

No. 76, Baguduthurai, Bhavanisagar, Sathy (Tk), Erode District., 638 451.  
Email: sankarme7@gmail.com

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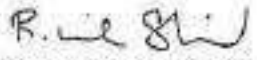
This is to certify **Mr. Dharmaraj V,**

We are glad to inform you that you are selected as a Site Engineer - Execution in our company. The Period of training program will be assigned by 1<sup>st</sup> week of June, 2024 to 4<sup>th</sup> week of October, 2024. The Salary Pay scale will be revised once after the successful completion of training program.

Your Salary sum of Rs. 13500/ month.

Kindly acknowledge this letter copy with our forum before the end of May, 2024.

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

  
(R. Udhayashankar)

Office:  
**B.T.R. CONSTRUCTION**  
76, Baguduthurai, Bhavanisagar, Erode Dt.,  
Cell: 76394 44321, 83003 23321

# GG CONSTRUCTION

CIVIL ENGINEER.

LICENCED BUILDING SURVEYOR.

BUILDING CONTRACTOR.

ESTIMATING & VALUATION

CELL NO: 98426 04136

99423 42144

Er.G.TINESH KUMAR.,B.E.,P.G.D(Qs&V),C.Eng.,A.M.I.E.,M.I.S.T.E.,

## APPOINTMENT LETTER

21.06.2024

Dear JEEVANANTHAM S

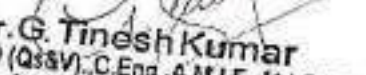
Subject: Appointment letter for the role of **Structural Designer - Grade - I**

On behalf of our company, we are pleased to offer you the position of **Asst. Structural Designer** at the Company. You will be working out of the Company's Erode office.

You agree that the Company may change your role from time to time and you agree to undertake such additional or alternative duties for the Company and/or any Group Company, without additional remuneration, as the Company may reasonably require. The Company reserves the right to withdraw this offer until your acceptance of this offer.

You may report to the duty from 03.07.2024.



  
Er. G. Tinesh Kumar  
B.E., PGD (Qs&V), C.Eng., A.M.I.E., M.I.S.T.E.,  
Registered Civil Engineer  
(061/LS/2019/00002)  
Govt. of Tamil nadu  
#71, Thangam Complex, Athani Main Road,  
Sathyamangalam, Erode (Dt), 638 401.

#71, Thangam Complex, Athani Main Road, Sathyamangalam, Erode(Dt). 638 401.

E-Mail : ggconstructionsathy@gmail.com

Ref No: 01/HR/2024

Date: 10/05/2024

Dear R. Kaviya

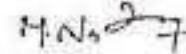
**SUB: Letter of Appointment – Structural Detailer - Trainee**

We are delighted to inform you that you got appointed as Trainee - Structural Detailer in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Your offer has been made based on information furnished by you. Please sign and return the duplicate copy of this letter in token of your acceptance. Your internship training appointment begins on 15<sup>th</sup> June 2024.

The Pay scale for the above mentioned post is Rs.11,500/month exclusive the allowances for food and accommodation.

We congratulate you on your appointment and wish you a long and successful career with us.



Thanks with Regards,  
M.NANDAKUMAR, M.E

Cell: 76394 44321  
83003 23321

# B.T.R. CONSTRUCTION

No. 76, Baguduthurai, Bhavanisagar, Sathy (Tk), Erode District., 638 451.  
Email: sankarme7@gmail.com

Date: 15.05.2024


This is to certify **Mr. Matheswaran S,**

We are glad to inform you that you are Appointed as a Trainee Engineer - Design and Detailing in our company; The Period of training program will be assigned by 1<sup>st</sup> week of June, 2024 to 4<sup>th</sup> week of October, 2024. The Salary Pay scale will be revised once after the successful completion of training program.

Your Salary sum of Rs. 13500/ month.

Kindly acknowledge this letter copy with our forum before the end of May, 2024.

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

  
(R. Udhayashankar)

Office:  
**B.T.R. CONSTRUCTION**  
76, Baguduthurai, Bhavanisagar, Erode Dt.,  
Cell: 76394 44321, 83003 23321



M. Rajkumar



Highways and PWD (WRO) Contractor  
GST No. : 33ACNPR4203M1ZE

Address :  
Plot No. S-7, M.R.Complex,  
Paper Mill Road, Taj Nagar,  
SPB Colony (Po.), ERODE - 638 010  
Phone : 04208 - 247926  
Cell : 94421 42926, 94431 51343  
E-mail : krvinfrastructures@gmail.com

Date : 03.06.2024

To  
Dr. E. K. Mohanraj,  
Professor & Dean,  
Department of Civil Engineering,  
Erode - 638052.

Dear Dr. E. K. Mohanraj,

We are Happy to Announce that 12 Nos. of your students has been selected and appointed to the position of Graduate Engineer - Highway Road Work in our firm at chennai, with effective from 10.06.2024 (Monday)

**1. Position Details:**

- Title: Graduate Engineer
- Department: Highways

**2. Job Responsibilities:**

In your role as Graduate Engineer, you will be Assist for Billing and Execution of Road work at R. Muthurpuram, Chennai A detailed job description will be provided to you on your first day.

**3. Terms and Conditions:**

- Salary: 15000/ month (Exclusive of Food & Accommodation)
- Working Hours: 8am - 6pm
- Probation Period: 3 Months

**The List of students:**

- |                     |                         |
|---------------------|-------------------------|
| 1) S. VASANTHAKUMAR | 2) S. DEEPAN            |
| 3) S. GOPINATH      | 4) L. SUNDARAMOORTHY    |
| 5) S. GOWTHAM       | 6) M. MAYILSAMY         |
| 7) P. SAKTHIVIGNESH | 8) A. MOHAMMED ABDULLAH |
| 9) S. SUDHARSAN     | 10) KK. VINITH KUMAR    |
| 11) S. VITTAL RAJAN | 12) S. SURYA PRAKASH    |

We Wish Him For The Future Endeavour With Us

For M. RAJKUMAR

  
Authorized Signatory

# BUILD AID ENGINEERS PRIVATE LIMITED

Ref: BEPL/2024/PLA/108

Date: 28-01-2024

To  
Er. Monisha R  
B.E. Civil Engineering – Final Year,  
Department of Civil Engineering,  
Nandha Engineering Collage,  
Erode

Dear Sir

Sub: Confirmation letter for Placement

We are pleased to inform you that your application to work as Design Engineer in our company has been accepted.

The terms of your placement with the company will be as follows

- 1) Your employment will be from 29<sup>th</sup> May 2024.
- 2) Your performance will be evaluated from time to time. Based on your performance, company will decide your increment and other benefits in due course of time
- 3) You will abide by the code of conduct and Ethics as prescribed for all employees of the company
- 4) Salary of Rs 10000/- monthly will be paid for the period of Six months.
- 5) Documents to be submitted while joining - Copy of Aadhar card, copy of Bank Passbook, Copy of PAN card and copy of mark sheets

For Build Aid Engineers Private Limited



Registered Office:  
175, Kuruchanvalasu,  
Mullampati (PO), Erode  
Tamil Nadu

Office:  
Vellalar Engineering Collage Campus,  
Thindal, Erode, Tamil Nadu

PAN No: AALCB8437A  
GSTIN No : 33AALCB8437A1ZW  
buidaid2023@gmail.com

Ref No: 05/HR/2024

Date: 10/05/2024

Dear M. Raja

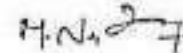
**SUB: Letter of Appointment – Structural Detailer - Trainee**

We are delighted to inform you that you got appointed as Trainee - Structural Detailer in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Your offer has been made based on information furnished by you. Please sign and return the duplicate copy of this letter in token of your acceptance. Your internship training appointment begins on 15<sup>th</sup> June 2024.

The Pay scale for the above mentioned post is Rs.11,500/month exclusive the allowances for food and accommodation.

We congratulate you on your appointment and wish you a long and successful career with us.



Thanks with Regards,  
M.NANDAKUMAR, M.E

# BUILDAID ENGINEERS PRIVATE LIMITED

Ref: BEPL/2024/PLA/104

Date: 24-01-2024

To  
Er. Ritheha J  
B.E. Civil Engineering – Final Year,  
Department of Civil Engineering,  
Nandha Engineering Collage,  
Erode

Dear Sir

Sub: Conformation letter for Placement

We are pleased to inform you that your application to work as Design Engineer in our company has been accepted.

The terms of your placement with the company will be as follows

- 1) Your employment will be from 29<sup>th</sup> May 2024.
- 2) Your performance will be evaluated from time to time. Based on your performance, company will decide your increment and other benefits in due course of time
- 3) You will abide by the code of conduct and Ethics as prescribed for all employees of the company
- 4) Salary of Rs 10000/- monthly will be paid for the period of Six months.
- 5) Documents to be submitted while joining - Copy of Aadhar card, copy of Bank Passbook, Copy of PAN card and copy of mark sheets

For Build Aid Engineers Private Limited



Registered Office:  
175, Kuruchanvelasu,  
Mullampatti (PO), Erode  
Tamil Nadu

Office:  
Velalar Engineering Collage Campus,  
Thindai, Erode, Tamil Nadu

PAN No: AALCB8437A  
GSTIN No: 33AALCB8437A1ZW  
buildaid2023@gmail.com





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

Date: 21 Jun 2024

To

SRILAKSHMANAN G

44 GRM NAGAR, (OPP. TO POST OFFICE)

ERODE 638501

Appointment Order

Dear SRILAKSHMANAN G,

We are pleased to appoint you as Trainee in BBS with effect from 02<sup>nd</sup> Jun 2024.

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 order 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 order.

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: SRILAKSHMANAN G



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

ANNEXURE I

Employee Name : SRILAKSHMANAN G

Employee Code : E0435

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 affect Taxable income for your income tax declaration.

For Arrow Rebar Services,

  
Managing Partner





# URC Construction (P) Ltd

URC/HRD/2024

17.07.2024

Mr. Sugeshkumar G,  
No. 5/12, Pattaladarar Street,  
Kalluladal Medu,  
Erode,  
Tamilnadu – 638001.

Dear Mr. Sugeshkumar G,

**Sub : Offer of Appointment as GET – Execution Department**

With reference to the personal discussions you had with us, we are pleased to inform you that you have been selected for the post of GET – Execution Department as per the terms and conditions mutually agreed. The formal appointment order will be given at the time of joining. You may report for duty on or before 22.07.2024.

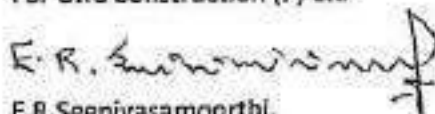
**Reporting Address**

Mr. Pradeep N - Manager – Projects,  
M/s. URC Construction (P) Ltd,  
Building 4500 & 9900 project,  
Shameerpet, Turkapally,  
Hyderabad – 500078.

Contact Person:- Mr. Sanjai – Admin Incharge - Mobile No: 6381661199.

Thanking you,

Yours Faithfully  
For URC Construction (P) Ltd

  
E.R. Seenivasamoorthi,  
GM - Human Resources



Corporate Office : Plot No.810, 1st cross, 7th Main, HAL 2nd Stage Indiranagar, Bangalore – 560 006. Phone: +91 80-25269090/8070640  
Fax: 080- 25259060, e-mail: info@urc.in, Tlf: 2960144551, CST: 29160144551 DL : 01.04.2005

Admin Office : H-102, Pariyar Nagar, Erode – 638 001, Tamil Nadu, India. Phone: +91 424-2263540, 2261691 Fax: 0424 – 2255520  
e-mail: info@urc.m, TIN: 33983001199, CST: 433290, DL : 03.02.95

Chennai Office : No. 1/179, Daisy Farm Road, St.Thomas Mount, Chennai – 600 016 Tamilnadu, India. Phone: +91 44-22317511, 22327511  
e-mail: info@urc.in, TIN: 33983001199, CST: 433290, DL : 03.02.95





**ARAVINDH BUILDERS**

10/05/2024

App.No: 23-24/10<sup>th</sup> May 2024/18

Dear Vasanth M,


**Confirmation of Appointment - Site Engineer**


Further to the Online Interview that our company conducted in the institutions, we are happy to announce for the post of **Site Engineer - Execution**.

As a Site Engineer the candidate will be entitled with a sum of Rs. 18,000 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.

  
HR Manager

  
Managing Director

 [abi901@gmail.com](mailto:abi901@gmail.com)

 97294 83008



**ARAVINDH BUILDERS**

10/05/2024

App.No: 23-24/10<sup>th</sup> May 2024/20

Dear Venkatesh P,

**Confirmation of Appointment - Site Engineer**


Further to the Online Interview that our company conducted in the institutions, we are happy to announce for the post of **Site Engineer - Execution**.

As a Site Engineer the candidate will be entitled with a sum of Rs. 18,000 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.

  
HR Manager

  
Managing Director

 [abl901@gmail.com](mailto:abl901@gmail.com)

 97294 83008



# Dhanam Infra

---

Date: 29.04.2024

Congrats Mr. M. Vijayakumar

## Confirmation of Appointment

**Sub:** Letter of Appointment - Site Engineer.

Further to the Online Interview that our company conducted in 11/06/2024, we are happy to announce that you are selected for the post of **Site Engineer**. As a Job position of Site Engineer the candidate will be entitled with a sum of Rs.13,500 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 all on the appointment and wish them to have a long career with us.

Proprietor/Managing Director

Cell:76394 44321  
83003 23321

# B.T.R. CONSTRUCTION

No. 76, Baguduthurai, Bhavanisagar, Sathy (TK), Erode District., 638 451.

Email: sankarme7@gmail.com

Date: 15.05.2024


This is to certify **Mr. Yogavarnan G,**

We are glad to inform you that you are selected as a Trainee Engineer - Design and Detailing in our company; The Period of training program will be assigned by 1<sup>st</sup> week of June, 2024 to 4<sup>th</sup> week of October, 2024. The Salary Pay scale will be revised once after the successful completion of training program.

Kindly acknowledge this letter copy with our forum before the end of May, 2024.

Your Salary sum of Rs. 13500/ month.

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

  
(R. Udhayashankar)

Office:

**B.T.R. CONSTRUCTION**

76, Baguduthurai, Bhavanisagar, Erode Dt.,

Cell: 76394 44321, 83003 23321





# SPK VARMA CONSTRUCTION

88, THIRUVIKA STREET, MUTHUR MAIN ROAD,  
SIVAGIRI, ERODE-638109

GSTIN : 33AMKPL8057C1Z3

Phone No.: 8220083993

Mail ID : spkvarmaconstructions@gmail.com

Date: 20.04.2024

Dear Mr. J. Ajay

We are glad to inform you that you are appointed as a Junior Site Engineer (Execution) in our company. The Period of training program will be assigned by 1<sup>st</sup> week of June, 2024 to 4<sup>th</sup> week of October, 2024.

The Salary Pay scale will be revised once after the successful completion of training program.

Kindly acknowledge this letter copy with our forum before the end of May, 2024.

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

Project Director

88, THIRUVIKA STREET, MUTHUR MAIN ROAD, SIVAGIRI, ERODE-638109

☆ PLAN APPROVAL

☆ BUILDING CONSTRUCTIONS

☆ STRUCTURAL DESIGN



# WINGS LAND SURVEY AND BUILDING CONSULTANCY

2/249, DHARUNVARUN COMPLEX, NEAR SUB-REGISTRAR OFFICE  
THINGALUR, ERODE - 638055

GSTIN:33DEHPP4874M1U

Email: [wingslandsurvey@gmail.com](mailto:wingslandsurvey@gmail.com)

Contact No: +918248718024, +919942109717

Ref:2024/SUR/31/8

DATE:31.05.2024

## TO WHOM IT MAY CONCERN

To

Mr. S. Dharanesh

We are delighted to inform you that you are appointed as **Junior Surveyor** in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Your offer has been made based on information furnished by you. Please sign and return the duplicate copy of this letter in token of your acceptance. You have to report to our firm on 03<sup>rd</sup> JUNE 2024

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth. The Pay scale for the above mentioned post is Rs.13,000 per month exclusive the allowances for food and accommodation.

### **Nature of Responsibilities:**

**Survey Work** i.e., Building Structure Marking, Topographical Survey, Contour Survey, Site Layout Demarcation, Inventory Survey Successfully.

**For WINGS LAND SURVEY AND  
BUILDING CONSULTANCY**

*V. P. S. R.*

**Manager**

For Wings Land Survey And Building Consultancy,

- DIGITAL LAND SURVEYING, FMB MAP DRAWING, FIELD AREA MEASUREMENTS & SUB-DIVISIONING
- BUILDING PLANNING, BLUEPRINT APPROVAL & DRAWING.
- LAND SOIL TEST, STRUCTURAL DESIGN & ALL TYPES OF CONSTRUCTION WORKS



# WINGS LAND SURVEY AND BUILDING CONSULTANCY

2/249, DIHARUN VARUN COMPLEX, NEAR SUB-REGISTRAR OFFICE  
THINGALUR, ERODE - 638055

GSTIN:33DEHPP4874M1U

Email:wingslandsurvey@gmail.com

ContactNo:+918248718024,+919942109717

Ref:2024/SUR/31/7

DATE:31.05.2024

## TO WHOM IT MAY CONCERN

To

Mr. S. Dinesh Kumar

We are delighted to inform you that you are appointed as **Junior Surveyor** in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Your offer has been made based on information furnished by you. Please sign and return the duplicate copy of this letter in token of your acceptance. You have to report to our firm on 03<sup>rd</sup> JUNE 2024

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth. The Pay scale for the above mentioned post is Rs.13,000 per month exclusive the allowances for food and accommodation.

### **Nature of Responsibilities:**

**Survey Work** i.e., Building Structure Marking, Topographical Survey, Contour Survey, Site Layout Demarcation, Inventory Survey Successfully.

**For WINGS LAND SURVEY AND  
BUILDING CONSULTANCY**

*V. P. S. A.*

**Director**

For Wings Land Survey And Building Consultancy,

- DIGITALLANDSURVEYING,FMBMAPDRAWING,FIELDAREAMEASUREMENTS&SUB-DIVISIONING
- BUILDINGPLANNING,BLUEPRINTAPPROVAL&DRAWING.
- LANDSOILTTEST,STRUCTURALDESIGN&ALLTYPESOFCONSTRUCTIONWORKS





18/06/2024

Dear Govindaraj N

TO WHOMSOEVER CONCERN

**SUB: Letter of Appointment - Site Engineer**

We are delighted to inform you that you got appointed as Site Engineer in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Your offer has been made based on information furnished by you. Please sign and return the duplicate copy of this letter in token of your acceptance. Your appointment begins on 24<sup>th</sup> June 2024.

The Salary for the above mentioned post is Rs.18,500/month inclusive the allowances for food and accommodation.

Reporting Date: 24.06.2024

Site Located : Coimbatore

Report to : Er. Kumarasen, Sr. Project Engineer, Coimbatore

Probation Period : Six Month

We congratulate you on your appointment and wish you a long and successful career with us



**For Pride Constructions**

*V. Sibi*  
Partner

GSTIN: 33AAUFP4431C1ZD

prideconstructions.erode@gmail.com

Vasanth: 9865730310 Cibi: 9788230601

46/21, Indragandhi St, Palayapalayam, Erode- II



# GG CONSTRUCTION

CIVIL ENGINEER.

LICENCED BUILDING SURVEYOR.

BUILDING CONTRACTOR.

ESTIMATING & VALUATION

CELL NO: 98426 04136

99425 42144

Er.G.TINESH KUMAR.,B.E.,P.G.D(Q&S),C.Eng.,A.M.I.E.,M.I.S.T.E.,

## APPOINTMENT LETTER

21.06.2024

Dear HARIHARAN R


Subject: Appointment letter for the role of **Structural Designer - Grade - I**

On behalf of our company, we are pleased to offer you the position of **Asst. Structural Designer** at the Company. You will be working out of the Company's **Erode** office.

You agree that the Company may change your role from time to time and you agree to undertake such additional or alternative duties for the Company and/or any Group Company, without additional remuneration, as the Company may reasonably require. The Company reserves the right to withdraw this offer until your acceptance of this offer.

You may report to the duty from 03.07.2024.



  
Er. G. Tinesh Kumar  
B.E., P.G.D (Q&S), C.Eng., A.M.I.E., M.I.S.T.E.,  
Registered Civil Engineer  
(081/LS/2019/00002)  
Govt. of Tamil nadu  
#71, Thangam Complex, Athani Main Road,  
Sathyamangalam, Erode (Dt), 638 401.

#71, Thangam Complex, Athani Main Road, Sathyamangalam, Erode(Dt). 638 401.

E-Mail : ggconstructionsathy@gmail.com



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

Date: 21 Jun 2024

To

MADHAN KUMAR S

87/152 - Teachers Colony,

Erode 638501

Appointment Order

Dear Madhan Kumar S,

We are pleased to appoint you as Trainee in Structural Detailing with effect from 02<sup>nd</sup> Jun 2024.

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.

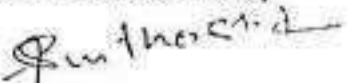
14. If you are absent for a period of 5 consecutive working days without the sanction of leave or overstay, you shall lose your lien on your employment. You shall be assumed to have abandoned employment voluntarily.

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: SRILAKSHMANAN G





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

**ANNEXURE I**

Employee Name : MADHAN KUMAR G

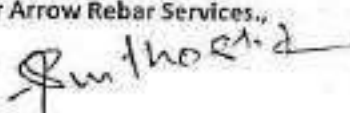
Employee Code : E0437

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





# ICONIC BUILDERS



29.05.2024

To:

Mr. M. Naveen Kumar  
Nandha Engineering College,  
Vaikaalmedu, Perundurai – 638 052

**Subject: Appointment for post of Site Engineer**

Dear M. Naveen

We are pleased to offer you, the position of Site Engineer (Junior) with Iconic Builders on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 03.06.2024

**2. Job title**

Your job title will be Site Engineer (Junior), and you will report to Er. K. R. Sanjeev Prasad, Project Coordinator, Thulasi Site office, Coimbatore.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Coimbatore, TN. You may however be required to work at any place of business which the Company has, or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 08.30 am to 06.00 pm and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.

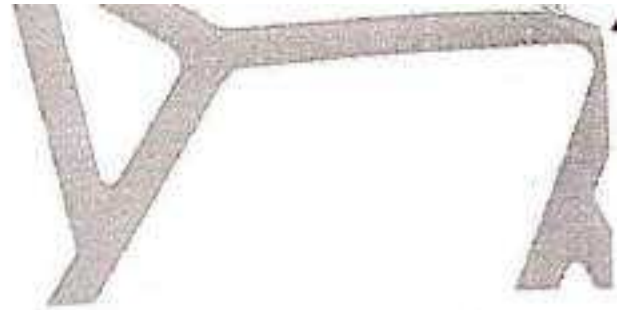
**6. Leave/Holidays**

6.1 You are entitled to casual leave of 12 days.

6.2 You are entitled to 10 working days of paid sick leave.



# ICONIC BUILDERS



## 7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

## 8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## 9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

## 10. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by giving no less than 3 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

10.4 On the termination of your employment for whatever reason, you will return to the Company all property, documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

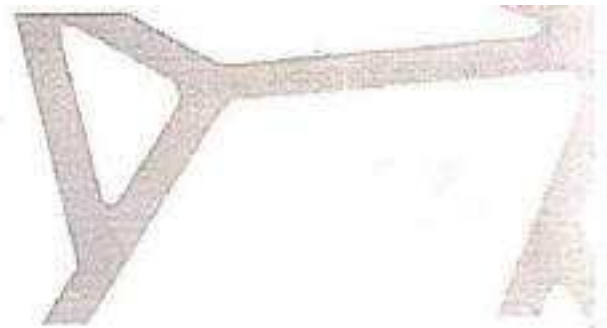
## 11. Confidential Information

11.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate





## ICONIC BUILDERS



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

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

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

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

**11.5** Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

### **12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

### **13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

### **14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Tamil nadu High Court only.

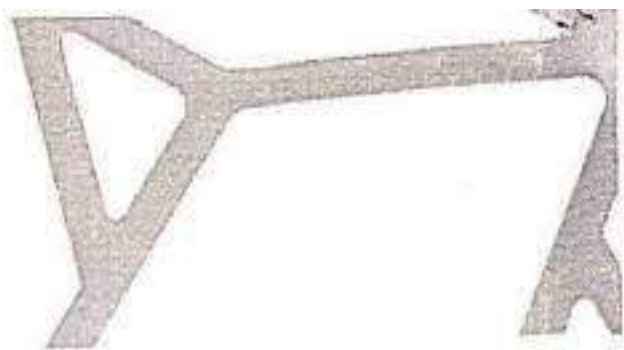
### **15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,



# ICONIC BUILDERS



## Schedule I - Compensation Details

### Salary Structure

Basic Salary	Rs. 10600
House rent allowance	Rs. 1250
Medical allowance	Rs. 1000
Leave travel allowance	NIL
Additional Benefits	Rs.3200
Performance incentive	Based on the performances
PF Contribution	Rs.1400
ESI Contribution	Rs.800
Stock Option	NIL
Car	NIL
Telephone	Rs.400

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Yours Sincerely,

  
Mr.K.Ramesh,

#### CONTACT US:

M/S. ICONIC BUILDERS,

5/C, Hare ram, Hare Krishna Layout,

Mangalam Road,

Tiruppur – 641 605

Ph.No: 94437 64205





## GLOBAL SOIL TESTING & DIGITAL LAND SURVEYING

05, Sri Laxmi Inn, Opp Anna Statue, Bhavani Main Road, Perundurai, Erode- 638052.

E-Mail: globaltesting92@gmail.com

☎ +91 9095062232

☎ +91 7010697778

GSTIN/UIN: 33CYGPP9014D1ZK

25<sup>th</sup> April 2024

To whom it may concern

Lr. No: GDS/HR/2024/29

Dear Nesamani A,

### Confirmation of Appointment - Site Engineer

Further to the Online Interview that our company conducted in the institutions, we are happy to announce for the post of Site Engineer - Execution.

As a Site Engineer the candidate will be entitled with a sum of Rs. 13,500 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.

Managing Director

*P. Prasad*



# GLOBAL SOIL TESTING & DIGITAL LAND SURVEYING

06, Sri Laxmi Inn, Opp Anna Statue, Bhavani Main Road, Perundurai, Erode- 638052.

E-Mail: globaltesting92@gmail.com

+91 9095062232

+91 7010697778

GSTIN/UIN: 33CYGPP9014D1ZK

29<sup>th</sup> April 2024

To whom it may concern

Lr. No: GDS/HR/2024/32

Dear Prabhu E,

## Confirmation of Appointment - Site Engineer

Further to the Online Interview that our company conducted in the institutions, we are happy to announce for the post of Site Engineer - Execution.

As a Site Engineer the candidate will be entitled with a sum of Rs. 13,500 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.

Managing Director

*P. Prasad*

Er. S. SIVAN, B.E. DCT & DCS, MISTE, FIV

## **SRI AYYANARAPAN BUILDERS**

**CIVIL ENGINEERS AND CONTRACTORS**

Cell: 9442360366

Sri Velan Illam  
410-F, Munleppan Kovil Street  
Vakkil Thottam,  
Manickampalayam, Erode - 4

Under take Building Contract, Estimation, Valuation, Licensed Building Surveyor & Approved plan

Ref

Date

Date: 12/06/2024


Mr. Premkumar K

**SUB: Letter of Appointment – Reg.,**

Sri Ayyanarapan Builders is announced to you got appointed as Trainee – Site Execution in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Salary : Rs. 12,500/month (Exclusive of Food and Accommodation)

Reporting time : 8.45am - 6.30pm (Based on Project)

  
**Yours sincerely**  
Er. S. SIVAN, B.E. DCT & DCS, MISTE, FIV  
**SRI AYYANARAPAN BUILDERS**  
Civil Engineers and Contractors  
Sri Velan Illam, 410-F, Munleppan Kovil St.,  
Vakkil Thottam, Manickampalayam,  
ERODE-638 004, Cell: 94423 30366  
Building Contract Estimator, Valuer  
Licensed Building Surveyor & Approved -129

Er. S. SIVAN, B.E., DCT & DCS, MISTC, FIV

## **SRI AYYANARAPAN BUILDERS**

**CIVIL ENGINEERS AND CONTRACTORS**

Under take Building Contract, Estimation, Valuation, Licensed Building Surveyor & Approved plan

Call 9443380398

Sri Velan Illam,  
410-F, Muniappan Kovil Street  
Vakkil Thottam,  
Manickampalayam, Erode - 4

Ref

Date

Date: 12/06/2024


Mr. Ragul. A

### **SUB: Letter of Appointment – Reg.,**

Sri Ayyanarapan Builders is announced to you got appointed as Trainee – Site Execution in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Salary : Rs. 12,500/month (Exclusive of Food and Accommodation)

Reporting time : 8.45am - 6.30pm (Based on Project)

  
Yours sincerely

ER. S. SIVAN, B.E., DCT & DCS, MISTC, FIV  
SRI AYYANARAPAN BUILDERS  
Civil Engineers and Contractors  
Sri Velan Illam, 410-F, Muniappan Kovil St,  
Vakkil Thottam, Manickampalayam,  
ERODE-638 064, Call- 94433 70398  
Building Contract, Estimation, Valuation  
Licensed Building Surveyor & Approved plan





# GLOBAL SOIL TESTING & DIGITAL LAND SURVEYING

06, Sri Laxmi Inn, Opp Anna Statue, Bhavani Main Road, Perundurai, Erode- 638052.

E-mail: globaltesting92@gmail.com

+91 9095062232

+91 7010697778

GSTIN/UIN: 33CYGPP9014D1ZK

29<sup>th</sup> April 2024

To whom it may concern

Lr. No: GDS/HR/2024/32

Dear Santhosh M,

## Confirmation of Appointment - Site Engineer

Further to the Online Interview that our company conducted in the institutions, we are happy to announce for the post of **Junior Surveyor - Execution**.

As a Site Engineer the candidate will be entitled with a sum of Rs. 13,500 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.

Managing Director

*P. Pramy.*



# SPK VARMA CONSTRUCTION

88, THIRUVIKA STREET, MUTHUR MAIN ROAD,  
SIVAGIRI, ERODE-638109

GSTIN : 33AMKPL8057C1Z3

Phone No. : 8220083993

Mail ID : spkvarmaconstructions@gmail.com

Date: 20.04.2024

Dear Mr. A. Santhosh Kumar

We are glad to inform you that you are appointed as a Junior Site Engineer (Execution) in our company. The Period of training program will be assigned by 1<sup>st</sup> week of June, 2024 to 4<sup>th</sup> week of October, 2024.

The Salary Pay scale will be revised once after the successful completion of training program.

Kindly acknowledge this letter copy with our forum before the end of May, 2024.

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

Project Director

88, THIRUVIKA STREET, MUTHUR MAIN ROAD, SIVAGIRI, ERODE-638109

☆ PLAN APPROVAL ☆ BUILDING CONSTRUCTION ☆ STRUCTURAL DESIGN

18/06/2024

Dear Sathyamorthy S

TO WHOMSOEVER CONCERN

**SUB: Letter of Appointment - Site Engineer**

We are delighted to inform you that you got appointed as Site Engineer in our firm. Your employment with us will be governed by the terms and conditions as detailed.

Your offer has been made based on information furnished by you. Please sign and return the duplicate copy of this letter in token of your acceptance. Your appointment begins on 24<sup>th</sup> June 2024.

The Salary for the above mentioned post is Rs.18,500/month inclusive the allowances for food and accommodation.

Reporting Date: 24.06.2024

Site Located : Coimbatore

Report to : Er. Kumarasen, Sr. Project Engineer, Coimbatore

Probation Period : Six Month

We congratulate you on your appointment and wish you a long and successful career with us



**For Pride Constructions**

  
**Partner**

GSTIN: 33AAUFP4431C1ZD

prideconstructions.erodc@gmail.com

Yasanth: 9865710310 Cibi: 9788230601

46/21, Indragandhi St, Palayapalayam, Erodc- II



# SPK VARMA CONSTRUCTION

88, THIRUVIKA STREET, MUTHUR MAIN ROAD,  
SIVAGIRI, ERODE-638109

GSTIN :33AMKPL8057C123

Phone No.: 8220083993

Mail ID :spkvarmaconstructions@gmail.com

Date: 20.04.2024

Dear Mr. K.Soundar Karthik

We are glad to inform you that you are appointed as a Junior Site Engineer (Execution) in our company. The Period of training program will be assigned by 1<sup>st</sup> week of June, 2024 to 4<sup>th</sup> week of October, 2024.

The Salary Pay scale will be revised once after the successful completion of training program.

Kindly acknowledge this letter copy with our forum before the end of May, 2024.

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

HR Department

88, THIRUVIKA STREET, MUTHUR MAIN ROAD, SIVAGIRI, ERODE-638109

☆ PLAN APPROVAL

☆ BUILDING CONSTRUCTIONS

☆ STRUCTURAL DESIGN



MAKE YOUR MEASUREMENT

**TCS LAND SURVEY CONSULTANT**

No.30 Raji Enclave, 2<sup>nd</sup> Floor,  
Near Sri Hari Sakthivel Hospital,  
Vinayagar Kovil Street-1,  
Karungal Palayam,  
Dindur - 638 003.

PHONE NO. +91 8467549975

Email: [tcslandsurveyconsultant@gmail.com](mailto:tcslandsurveyconsultant@gmail.com)

Date: 26.04.2024

**ORDER OF APPOINTMENT**

Sub: Establishment - Er. BALAGANESH, BE. appointed as Junior Survey Engineer in Our Company - Order Issued.

\*\*\*\*\*

The Managing Director & Proprietor of TCS Land Survey Consultant is Pleased to appoint Er. BALAGANESH, BE., as Junior Survey Engineer in Our Company as Per Qualifications and Experience.

Thank You.



For TCS LAND SURVEY CONSULTANT

A handwritten signature in black ink, appearing to read "T. Sri Vishnu".

T. Sri Vishnu  
Proprietor

26/04/24

From

Sri Vishnu, T., M.E (Structural)  
Proprietor,

Thank You For Your Business.

June 2024

Ms. Akshaya V  
16, Kamaraj municipal hr sec school opp,  
Karungal palayam,  
Erode - 638003

Dear Akshaya,

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. 500000 CTC per annum 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. 500000 subject to Tax deduction. Further details are furnished in Annexure-1

**Confidentiality and Non Disclosure**

You are required to maintain the highest level of confidentiality regarding the company's affairs. This includes keeping all information, instruments, documents, and any other materials related to the company that you become aware of during your assessment period. Furthermore, you must not disclose any confidential information in accordance with the "Non-disclosure and Confidentiality Policy".

AVA Software Pvt. Ltd.,  
Alpha City (SSPDL), 3rd Floor - Beta Block, Navalur, Chennai 600 130  
Website: <http://www.avasoft.com>



### 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 provide insurance coverage with a sum assured of Rs. 3,00,000/- per annum per individual as specified in the policy. Additionally, employees have the option to extend this coverage to their parents, spouse, and up to two children at the negotiated AVASOFT prices, with a sum assured of INR 300,000 per individual annually. The entire premium amount of parents, spouse and children will be



deducted from the employee's net salary on a monthly basis. Further details will be provided during the onboarding process.

- i. In the event that an employee claims insurance but leaves the company before the policy term is completed, the outstanding premium amount must be settled during the exit process and the insurance coverage will be considered void post the exit process.
- ii. If benefits were not utilized during the employment tenure and the employee leaves before the policy term concludes, the insurance coverage will be considered void, and no payment will be required.

#### Visa

Any employee, having initially demonstrated their interest and enrolled in any type of visa application procedure and later communicates their intent to withdraw from said process, concerned individual shall bear financial liability for all pertinent costs borne by the company. These costs shall encompass not solely the expenditures associated with the visa application and processing, but shall additionally extend to cover transit expenses. The financial obligation further includes the comprehensive assessment of the efforts and time invested by company resources in managing and facilitating the visa process, thereby quantifying the damages caused.

#### 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 an employee resigns from the company or is demoted from their current position within six months of receiving a salary hike, the company reserves the right to reverse the salary adjustment. The decision to reverse the salary will be at the discretion of the company and will be communicated to the affected employee in writing. All salary modifications are subject to the discretion of the company.
- v. Any employee, in compliance with company regulations, who utilizes a certification granted by the organization for client-related activities is hereby prohibited from voluntarily terminating their employment for a specified duration of one year, commencing from the initiation date of the aforementioned certification. Should an employee resign due to an emergency, with approval from the management, they will have to pay for any certification cost paid by the company.
- vi. 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.
- vii. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.
- viii. 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.
- ix. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- x. 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.

**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 13-June-24.

Sincerely,

---

Anthea Vicky

Human Resources

Compensation Break Up
-----------------------

AVA Software Pvt. Ltd.,  
Alpha City (SSPDL), 3rd Floor - Beta Block, Navalur, Chennai 600 130  
Website: <http://www.avasoft.com>



Name	Akshaya V	
<b>A – Base Component</b>	<b>Monthly (Rs.)</b>	<b>Annual (Rs.)</b>
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	1800	19200
Leave Travel Allowance	1300	15600
Other 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>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.,

*S. Anthea Vicky*

*Akshaya*

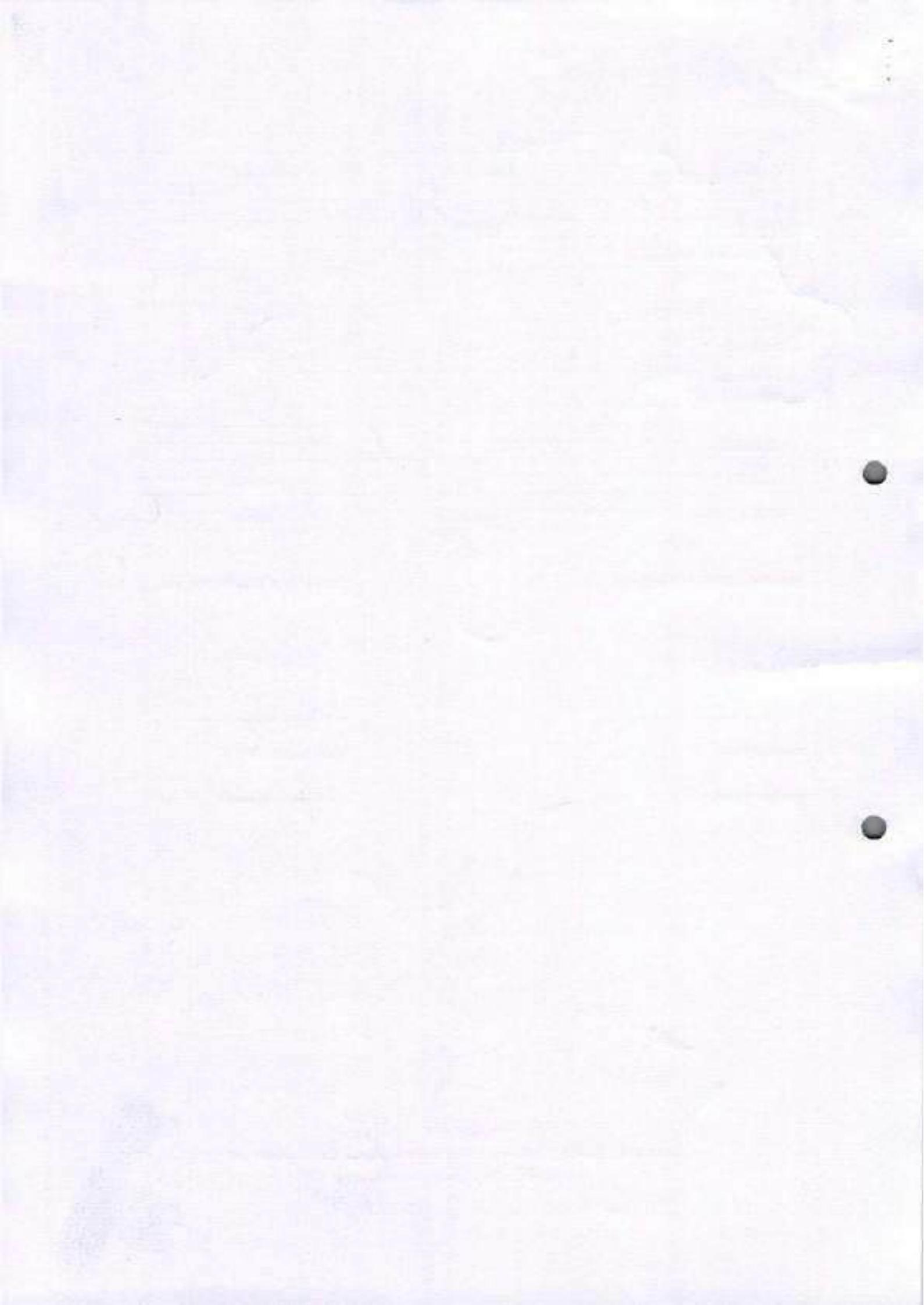
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Anthea Vicky

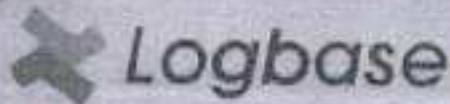
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Akshaya V

Human Resources

Trainee Engineer







LOGBASE TECHNOLOGIES LLP  
205 - C, Second Floor, STEP - B,  
PSG Public School Campus,  
Opp. PSG College of Technology,  
Periyasuda, Coimbatore - 541004

CIN: AAD-6791

hr@logbase.io  
www.logbase.io

Date of offer: 01/08/2024

## PERSONAL & CONFIDENTIAL

Dear Aravind R,

This letter will memorialize the terms of your employment at Logbase Technologies LLP as "Full Stack Developer"

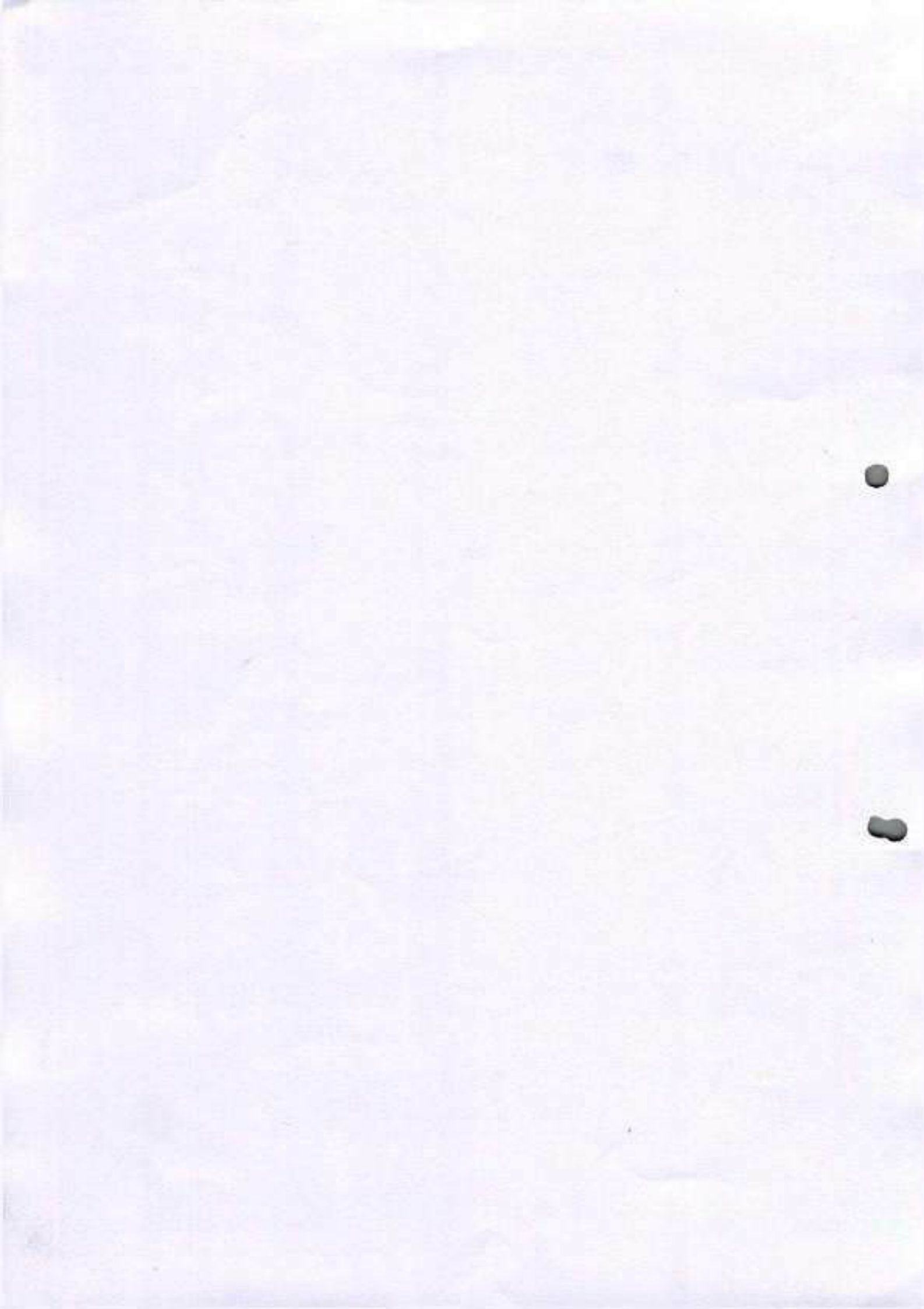
The terms of your employment are as follows

**Salary:** Your total compensation will be Rs. 4,50,000 per annum that will be subject to annual review. You will be eligible to participate in regular vacation, and other employee benefit plans established by the company for its employees from time to time.

**Provident Fund:** You will participate in Provident Fund (PF) Scheme as applicable to your category of employees. Accordingly, your contribution, together with the company contribution, will be paid to you as allowance in lieu of PF until the date of registration and will form part of your salary discussed directly above. After the date of registration, your salary discussed above will be reduced by the amount of your contribution plus the company contribution and such amount will be paid to PF. We would like to inform you that as per government regulations, employees who exceed the government-mandated salary format may choose to opt-out of the Provident Fund (PF) deduction, if your salary exceeds the prescribed threshold, you have the option to skip PF contributions. Please notify the HR department if you wish to exercise this option. Please note that once this decision is made, it cannot be reversed during your tenure with the company.

**Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.

**Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.





## **JOB OFFER LETTER**

REF: INET/OFF/NEC249

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Arjun,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### **PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.

**Reg Off** : 266/2, 2nd Floor, Opp. Pothys,  
Omalar Main Road, Salem - 636 007.

**Admin Off** : 11, SKC Road, Near Hotel Aishwaryaa,  
Kaikolar Thottam, Erode - 638 001.

+91 9500 930 856

info@inetresource.in

www.inetresource.in



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



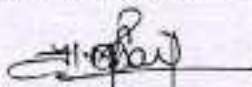
Background Verification at time of commencement of Phase II – Train the Trainers

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**

iNet



**ANNEXURE 1 - SALARY BREAKUP**

**CATEGORY A**

Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

**CATEGORY B**

Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

**CATEGORY C**

Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.

**Reg Off** : 266/2, 2nd Floor, Opp. Pothys,  
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**Admin Off** : 11, SKC Road, Near Hotel Aishwaryaa,  
Kaikolar Thottam, Erode - 638 001.

+91 9500 930 856 ☎  
info@inetresource.in ✉  
www.inetresource.in 🌐





VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

## Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Ashok Kumar d <dakumaran123@gmail.com>  
 To: "vinoparkavi.d@nandhaengg.org" <vinoparkavi.d@nandhaengg.org>

Tue, May 21, 2024 at 11:00 AM

----- Forwarded message -----

From: **Phanindra R S** <Phanindra.RS@itcinfotech.com>  
 Date: Sun, Oct 8, 2023, 9:18 PM  
 Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
 To: dakumaran123@gmail.com <dakumaran123@gmail.com>

Dear ASHOK KUMAR,  
 ITC/2024/CAM/1347  
 Nandha Engineering College

Greetings from ITC Infotech India Ltd!

**Congratulations ! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms & conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**



Warm Regards,  
Phanindra R S  
Campus Recruitment Team  
ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ Its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ Its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at Information.Security@itcinfotech.com by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.

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**2 attachments**

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234703963/Chennai**  
**Date: 14/07/2024**

Mr. Baazilkumar R  
4/228Thaneerpandhal, Arachalur Road,  
Chennimalai,  
Erode-638051,  
Tamil Nadu.  
Tel# 91-9361264475

Dear Baazilkumar R,

**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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234703963**

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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 Serviceline: 1 800 209 3111 Email: careers@tcs.com





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





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## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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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## 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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## 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 recommended 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.

### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### 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.

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TCSL/DT20234703963

**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 Career Serviceline: 1800 209 3111 Email: careers@tcs.com





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**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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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.

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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 2322 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





## 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

## 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

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- 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 ILP Program

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

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

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

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## 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.

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu India  
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TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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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 & Academic Interface**



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	Baazilkumar R
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>

# 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.

\*\*\* 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.

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
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





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**Annexure 2**

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No. 1/6/1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India,</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>

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**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.





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## 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. Restriction on Associate's Rights**

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

**8. No License**

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



**9. Equitable Rights**

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

**10. General**

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.

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VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

## Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Bala Kumaran <msgbalakumaran25@gmail.com>  
 To: "vinoparkavi.d@nandhaengg.org" <vinoparkavi.d@nandhaengg.org>

Tue, May 21, 2024 at 10:58 AM

----- Forwarded message -----

From: **Phanindra R S** <Phanindra.RS@itcinfotech.com>  
 Date: Sun, 8 Oct, 2023, 9:18 pm  
 Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
 To: msgbalakumaran25@gmail.com <msgbalakumaran25@gmail.com>

Dear BALAKUMARAN M,  
 ITCI/2024/CAM/1345  
 Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**



Warm Regards,  
Phanindra R S  
Campus Recruitment Team  
ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at Information.Security@itcinfotech.com by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.

2 attachments

-  image001.png  
110K
-  image001.png  
110K





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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234701114/Chennai**  
**Date: 14/07/2024**

Mr. Bharath Kumar  
5/1592Nehru Nagar,  
Boyampalayam,  
Tirupur-641602,  
Tamil Nadu.  
Tel# 91-6382800495

Dear Bharath Kumar,

**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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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





## 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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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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 Email: careers@tcs.com





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## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## 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.

## 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.

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## 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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## 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

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## **TATA CONSULTANCY SERVICES**

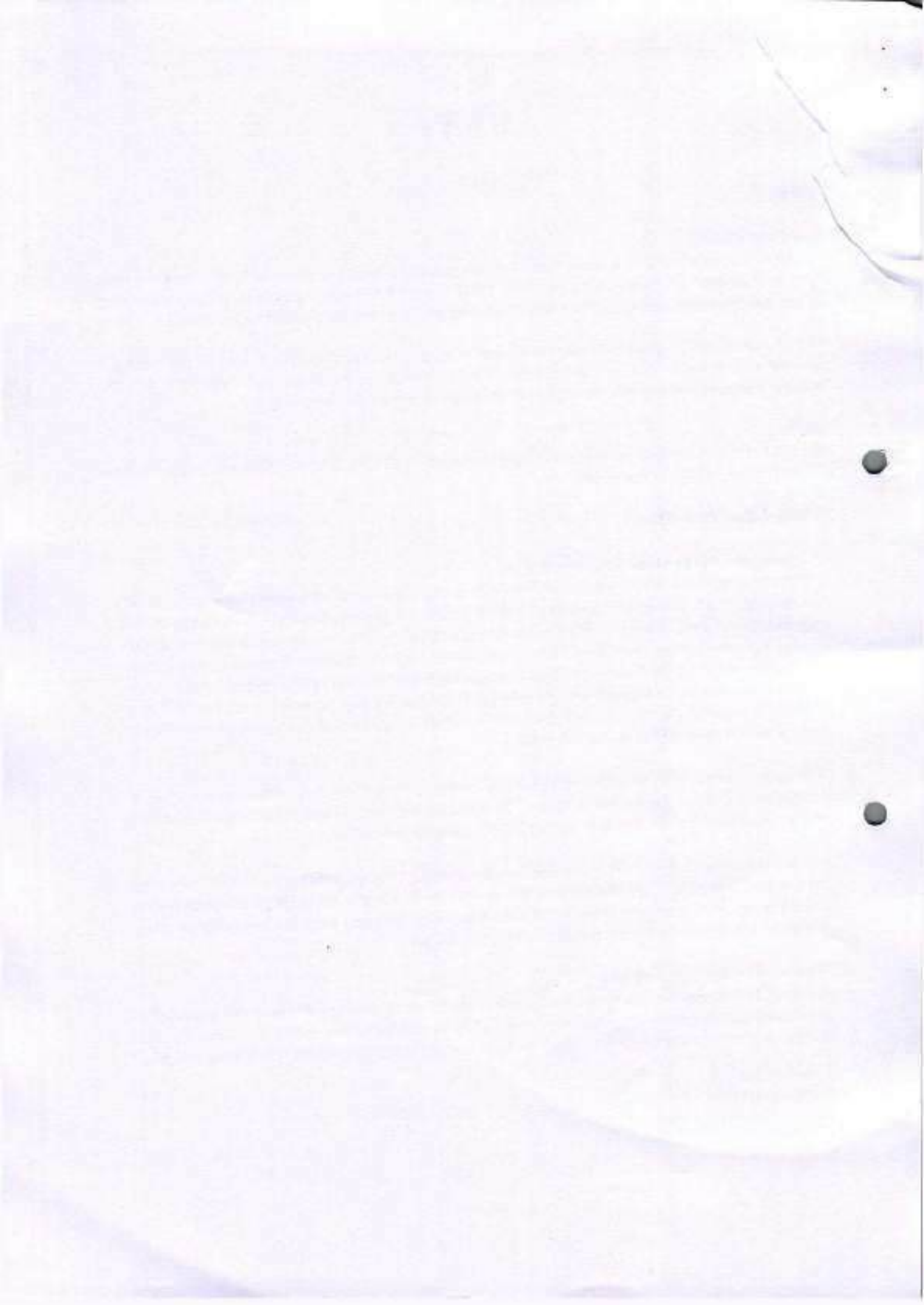
Tata Consultancy Services Limited

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended 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.

### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### 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.

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### TATA CONSULTANCY SERVICES

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**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 in this offer letter.

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

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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 the last day of the month in which you complete 60 years of age, 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.





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### 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

### 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 ILP Program

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

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

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

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## 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.



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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.

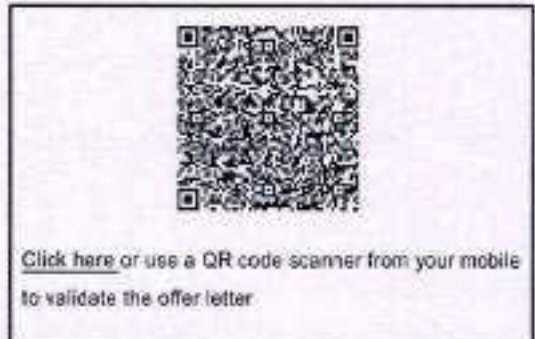
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head, Talent Acquisition & Academic Interface**



- 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	Bharath Kumar
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	21,269
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,35,877</b>

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

\*\*\* 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.

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
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





**Annexure 2**

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot#41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharen Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. 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.





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## 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. Restriction on Associate's Rights**

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

**8. No License**

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





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#### 9. Equitable Rights

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

#### 10. General

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

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

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

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



(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.





VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

## Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

2 messages

Bhuvaneshwari S <bhuvaneshwarilavanya24@gmail.com>  
To: vinoparkavi.d@nandhaengg.org

Fri, Apr 26, 2024 at 9:53 AM

----- Forwarded message -----

From: Phanindra R S <Phanindra.RS@itcinfotech.com>  
Date: Sun, 8 Oct, 2023, 9:18 pm  
Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
To: bhuvaneshwarilavanya24@gmail.com <bhuvaneshwarilavanya24@gmail.com>

Dear Bhuvaneshwari S,  
ITCI/2024/CAM/1342  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

**Congratulations ! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"**



Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at Information.Security@itcinfotech.com by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.

2 attachments

-  image001.png 110K
-  image001.png 110K

Bhuvaneshwari S <bhuvaneshwarilavanya24@gmail.com>  
To: vinoparkavi.d@nandhaengg.org

Tue, May 21, 2024 at 1:03 PM

[Quoted text hidden]

2 attachments

-  image001.png 110K
-  image001.png 110K

Wednesday, 30 August 2023

**JOB OFFER LETTER**

Boopathi Palanisamy  
5/1493, 3Rd Street,  
Palanisamy Nagar , Boyampalayam,  
Tiruppur - 641602.

Dear Boopathi,

We are pleased to offer you the job offer for the role of "**Junior Developer**" at Mallow Technologies Private Limited.

Your Annual CTC will be **INR.4,20,000/-**. The detailed pay structure is presented in **Annexure A**.

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

Please note:

This appointment is subject to satisfactory professional reference checks.

This offer is valid provided you complete our training and your degree course in this academic year **2023-2024**.



**Annexure A**  
**SALARY DISTRIBUTION**

**Name** : Boopathi Palanisamy  
**Designation** : Junior Developer

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	9,907	1,18,884
House Rent Allowance	3,963	47,556
Mobile/Internet Reimbursement*	1,000	12,000
Special Allowance	17,675	2,12,100
<b>RETIRALS</b>		
Company's Contribution of PF	1,800	21,600
Gratuity		5,724
Health Insurance		2,136
<b>Total CTC</b>	<b>34,345</b>	<b>4,20,000</b>

\* Receipts are required to claim tax benefits.

**Retirement Benefits:**

**Provident Fund**

You are covered under the Employee Provident Fund from your date of joining the organisation. Under this scheme, the company will contribute an amount per month as employer contribution as per the provisions of the said Act, and an equal amount will be deducted from your salary as your contribution towards the provident fund.

**Gratuity**

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

**Health Insurance:**

After completing the probation period at our company, you and your family(Spouse/Children) will be eligible for the Employee's Group Health insurance scheme for a sum insured of INR.3 Lakhs per annum.

**Annexure B**

**The terms and conditions for your Training/Project Internship are listed below:**

1. There will be 3 months training period, and during the training period, candidates will be provided with assignments that have to be done and submitted by them. These assignments will help candidates to develop a solid understanding of the platform fundamentals. Candidates can accomplish the assignments and tasks with the support of a well-defined process, curated materials, and professional advice.
2. Candidates must arrange their own good working laptops during the training period. However, during the project internship, a Laptop will be provided by the company.
3. The working model will be hybrid during the training period. Candidates will have the weekly assessment during the training period. Based on their performance, Candidates may be informed to come to the office on a regular basis.
4. Upon completion of training, an interview will be scheduled to evaluate the skills of the Candidates that they have learned in the training period. Clearing that interview will be considered a successful completion of the training. There will not be any certification issued for the training period.
5. This job offer is valid only on the successful completion of the training, failing which this job offer stands cancelled.
6. On successfully completing the training, you will be absorbed as a Project Intern or Junior Developer based on your academic completion.
7. During the project internship, candidates should come to the office regularly.
8. During Project Internship, you will be provided with a stipend of INR.15,000/Month based on the number of days available for the work. But there won't be any stipend provided during training.
9. We do not provide projects for individual students(final year). However, the students can generate a report or document about their training/project internship in our company to be submitted as their final report.
10. The working days are from Monday to Saturday and the operating hours are from 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. The first Saturday of every month will be a Holiday during the training period.
11. Candidates will be allowed a leave of 1 day per month during the training – including sick and personal leave.



12. Candidate's performance in training will also be taken into account in deciding your ability and further decisions.

**The terms and conditions for your appointment are listed below:**

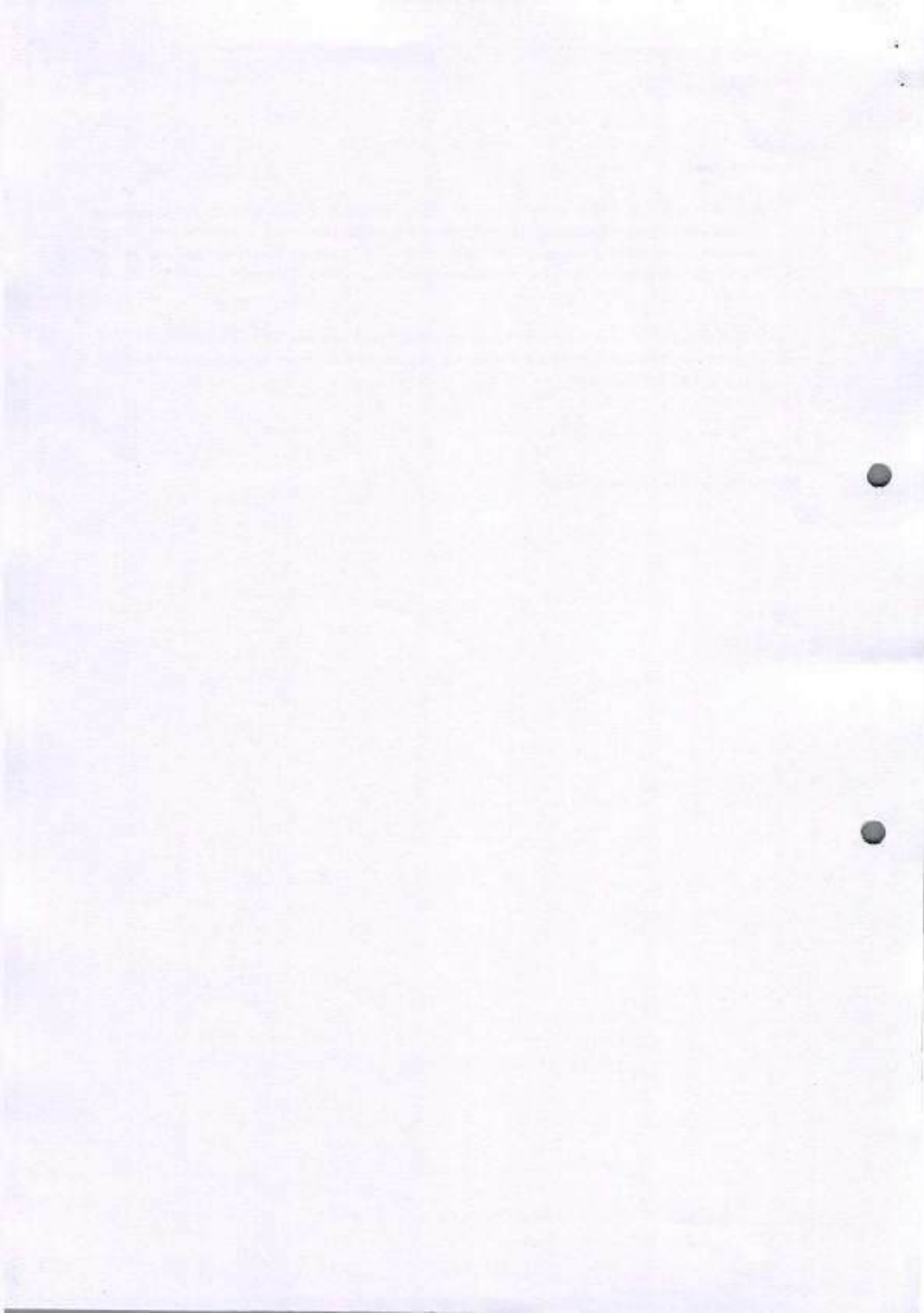
1. Once appointed as an employee, candidates will be under probation for six months. Candidate employment will be evaluated after the probation period for Job confirmation.
2. The list of holidays for every calendar year will be provided before the start of the year. The first Saturday of every month will be a Holiday during the probation period.
3. The working days are from Monday to Saturday during the probation period. After completing the probation period, working days are from Monday to Friday.
4. The notice period for both the company and you is 65 working days.
5. Our usual performance cycle will be in April, and you will be considered for salary revision after completing one year of service with us.
6. The employees should put in their best effort during business hours for the betterment of the company. The company encourages employees to complete their responsibilities within office hours. The office timing will be 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. However, working hours may be extended for individuals to complete their tasks as planned.
7. You are privileged to have 1.5 days off per month, which can be utilised for sick, personal, and vacation reasons. Furthermore, you have the option to save your accumulated leave balance, with a maximum limit of nine days. However, it's important to be aware that any absence beyond the approved leave entitlement will be considered unpaid (Loss of Pay). It is crucial to note that extended leaves that disrupt your work plan or unapproved absences have the potential to lead to the termination of your employment.
8. During your employment with us, employees are not allowed to engage in other business/employment directly or indirectly.
9. Employees will retire from the services of the Company on reaching their 58th birthday as per the proof of age submitted by the employees at the time of joining.
10. Acceptance of this offer implies that Employees are bound by all the rules and regulations of the company.



**General Terms:**

1. The confidential details about the company's business and its data that are known to you are to be maintained secretly. They should not be divulged or discussed with anyone other than the authorised person in the company. You are required to sign a non-disclosure agreement to protect the intellectual property rights and business information of Mallow Technologies Pvt. Ltd. and its clients.
2. Candidates/Employees are expected to maintain good conduct in and out of the office and maintain the Company's dignity, failing which may lead to disciplinary action and may result in the termination of their Job.

Regards,  
HR Team,  
Mallow Technologies Private Limited



**JOB OFFER LETTER**

REF: INET/OFF/NEC2430

Date: 23<sup>rd</sup> Feb 2024

To,

Dear Deepadharani,

This has reference to your interview dated 13<sup>th</sup> Feb 2024 had with us, for the position of "English Language & Life Skill Trainer" at Nandha Institutions, Erode

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

**PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between INR. 15,000/- to INR. 17,000/- month. (Incl. of **Basic Pay, Performance Pay and Holding Amount**) from the date of your reporting to the school for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.

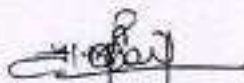


- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### JOB RESPONSIBILITIES

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.

**Reg Off** : 266/2, 2nd Floor, Opp. Pothys,  
Omalar Main Road, Salem - 636 007.

**Admin Off** : 11, SKC Road, Near Hotel Aishwaryaa,  
Kaikolar Thottam, Erode - 638 001.

+91 9500 930 856

info@inetresource.in

www.inetresource.in





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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234707216/Chennai**  
**Date: 12/07/2024**

Ms. Dhanika G  
2/422S.M.C Nagar,  
Ganapathi Palayam,  
Tiruppur-641605,  
Tamilnadu.  
Tel# 91-9659850177

Dear Dhanika 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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234707216**

**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

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

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





## 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. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

TCS Confidential  
TCSL/DT20234707216

### **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





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#### 5. 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 ₹4,300/-. This payout is subject to review basis your own ongoing individual performance.

#### Performance Bonus

Your Performance Bonus will be ₹3,100/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay 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.

### 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.

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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.

## 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 towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory

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## **TATA CONSULTANCY SERVICES**

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during the period of probation, 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 Background 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 in extended working hours depending upon the business exigencies as permitted by law.

**5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

**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.





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#### 10. Overseas International Assignment Agreement

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

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.

#### 11. 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.

#### 12. 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.

#### 13. 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.





#### 14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### 15. Pre-employment Medical Certificate

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

#### 16. Employment of Non Indian Citizens

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

#### 17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

#### 18. Submission of Documents

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

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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

#### 19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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#### **TATA CONSULTANCY SERVICES**

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offices, as identified, for such period as TCSL may decide.

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

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

#### **20. Letter of Appointment**

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

#### **21. Rules and Regulations of the Company**

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

#### **22. Compliance to all clauses**

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

#### **23. 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





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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. A 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 & Academic Interface



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**

<b>Name</b>	<b>Dhanika G</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Nandha Engineering College, Erode</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
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> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarua, Tehsil Hetod, Indore -452018, Madhya Pradesh,</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodao Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>





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### Annexure 3

#### 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.





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**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

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

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

**8. No License**

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





#### 9. Equitable Rights

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

#### 10. General

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

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

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

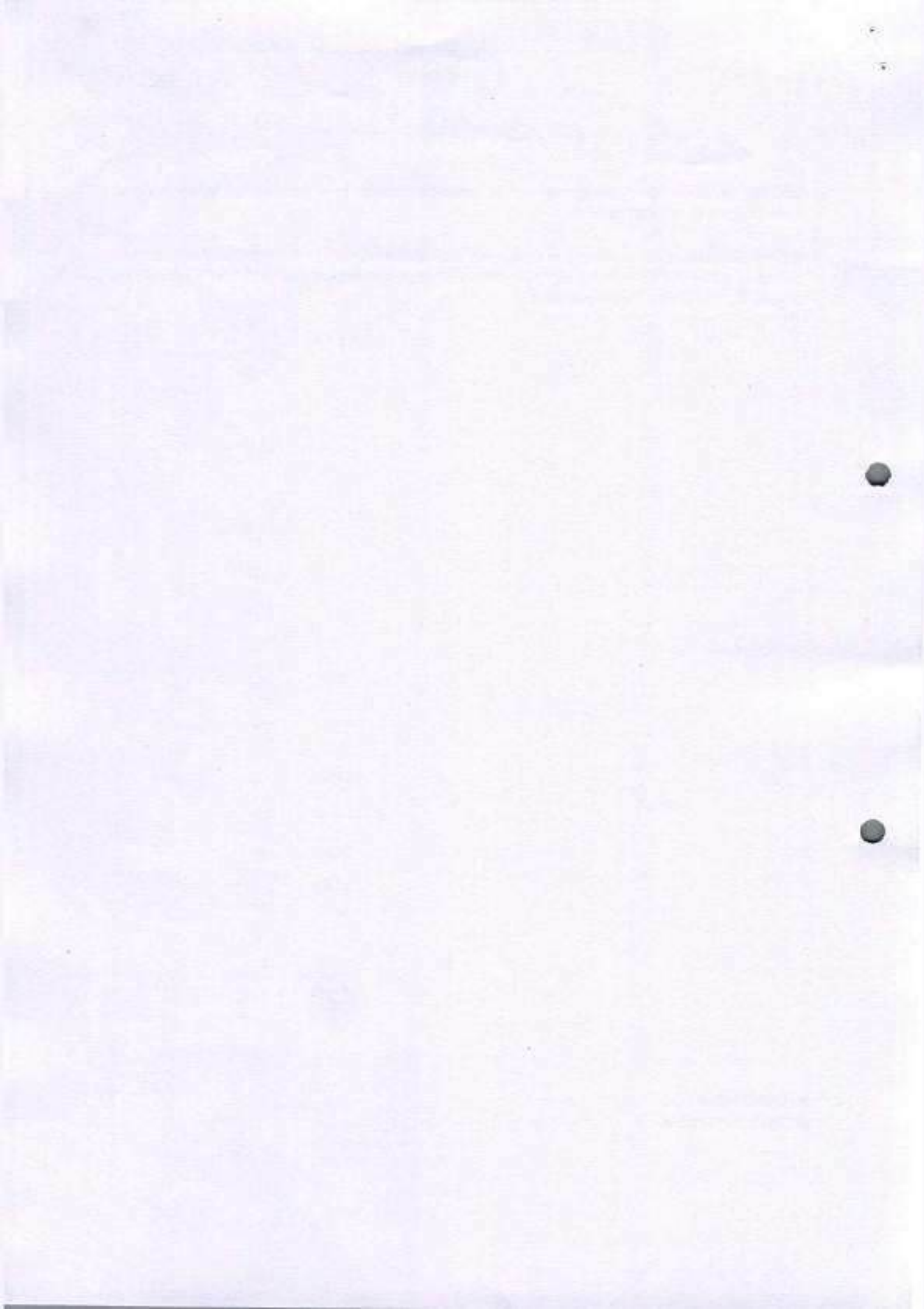
(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either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





(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.





RENAULT NISSAN  
TECHNOLOGY &  
BUSINESS CENTRE INDIA



Chengalpattu, October 24, 2023

Ref : HR/20772/Oct 2023

Dear **Dinesh Shanmugam**

D No 5J, Sullimadai Thottam Amman Nagar East Colony

Coimbatore, Pincode- 638183

Contact No: +91 9025323970

Congratulations!

We are pleased to offer you, **Apprenticeship** 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 shall be informed.

Your apprenticeship shall be for a period of twelve months. Your all-inclusive stipend shall be **Rs. 35,417/- (Rupees Thirty Five Thousand Four Hundred and Seventeen only)** per month and your apprenticeship shall be governed by a contract of apprenticeship to be entered into by you and the relevant policies in this regard, framed by the Company.

The eligibility criteria prescribed for the apprenticeship is a pass in the 7<sup>th</sup> & 8<sup>th</sup> semester of your **BE-Computer Science Engineering** and overall grade /percentage of minimum 70% in academics and subject to you providing us the consolidated mark sheets or Provisional certificates and on satisfying the eligibility criteria and qualifications prescribed under The Apprentices Act, 1961 and the Rules there under to our satisfaction, on or before June 2024. Any failure, on your part, in this regard, shall automatically disentitle you and this offer shall be rescinded forthwith.

While the Company is not bound to offer any employment to you on successful completion of the apprenticeship training, you shall be issued with a training completion certificate. You will not be entitled to claim any lien or employment with the Company.

In case of further clarifications with reference to your joining as an Apprentice, please get in touch with our Joining Cell on email to [renault-nissan.campus@rntbci.com](mailto:renault-nissan.campus@rntbci.com)

Accepted

Candidate Name: **Dinesh Shanmugam**

Date: **25/10/2023**

Sincerely

**Bhargavi Gopalakrishna**

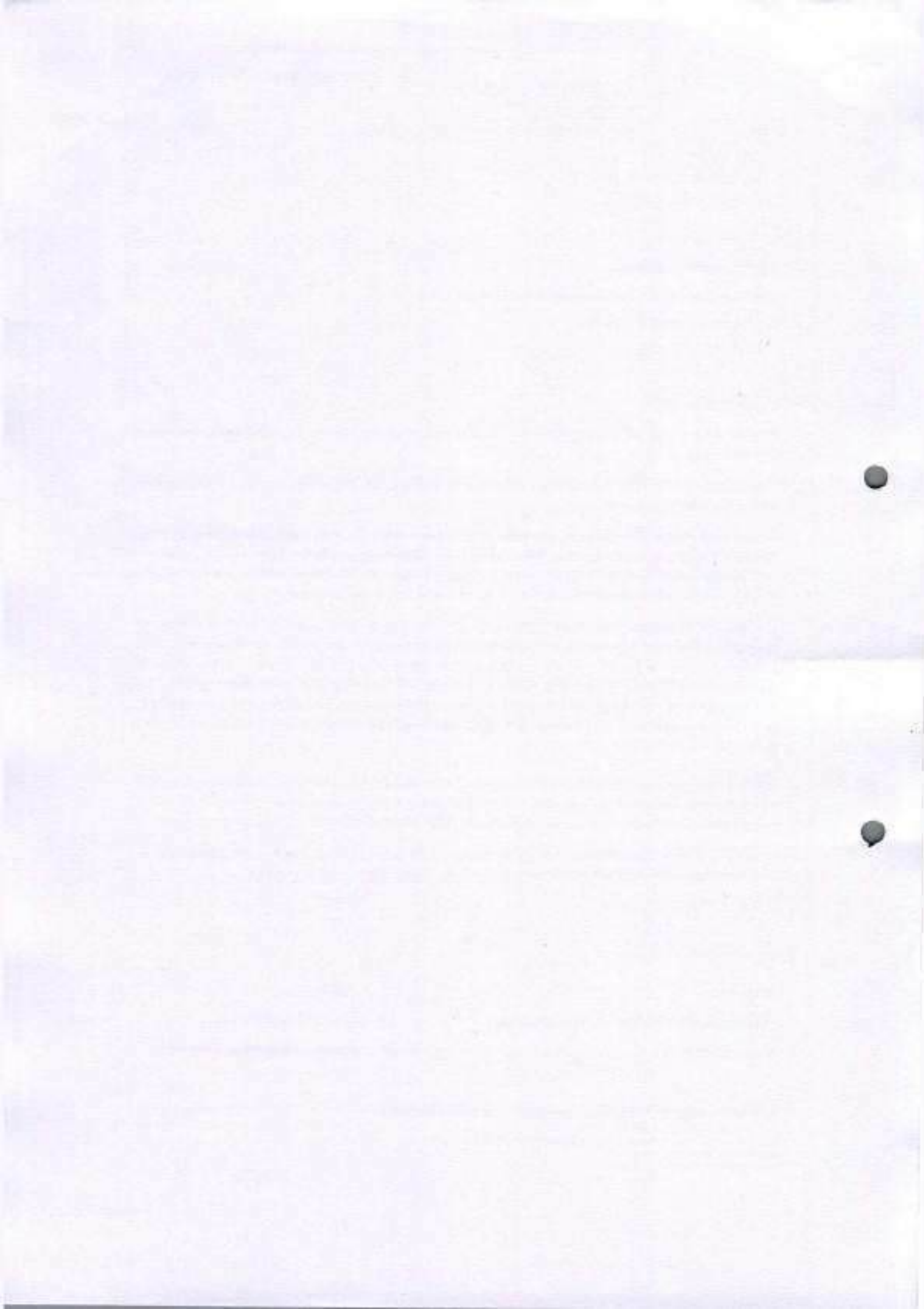
Head – Talent Acquisition, RNTBCI

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

Confidential C





March 2024

Ms. Gayathri V  
5/68-4, 4th Street,  
Gandhi Nagar,  
Komarapalayam - 638183

Dear Gayathri,

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. 500000 CTC per annum 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. 500000 subject to Tax deduction. Further details are furnished in Annexure-1

**Confidentiality and Non Disclosure**

You are required to maintain the highest level of confidentiality regarding the company's affairs. This includes keeping all information, instruments, documents, and any other materials related to the company that you become aware of during your assessment period. Furthermore, you must not disclose any confidential information in accordance with the "Non-disclosure and Confidentiality Policy".

AVA Software Pvt. Ltd.,  
Alpha City (SSPDL), 3rd Floor - Beta Block, Navalur, Chennai 600 130  
Website: <http://www.avasoft.com>



### 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 provide insurance coverage with a sum assured of Rs. 3,00,000/- per annum per individual as specified in the policy. Additionally, employees have the option to extend this coverage to their parents, spouse, and up to two children at the negotiated AVASOFT prices, with a sum assured of INR 300,000 per individual annually. The entire premium amount of parents, spouse and children will be



deducted from the employee's net salary on a monthly basis. Further details will be provided during the onboarding process.

- i. In the event that an employee claims insurance but leaves the company before the policy term is completed, the outstanding premium amount must be settled during the exit process and the insurance coverage will be considered void post the exit process.
- ii. If benefits were not utilized during the employment tenure and the employee leaves before the policy term concludes, the insurance coverage will be considered void, and no payment will be required.

#### Visa

Any employee, having initially demonstrated their interest and enrolled in any type of visa application procedure and later communicates their intent to withdraw from said process, concerned individual shall bear financial liability for all pertinent costs borne by the company. These costs shall encompass not solely the expenditures associated with the visa application and processing, but shall additionally extend to cover transit expenses. The financial obligation further includes the comprehensive assessment of the efforts and time invested by company resources in managing and facilitating the visa process, thereby quantifying the damages caused.

#### 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 an employee resigns from the company or is demoted from their current position within six months of receiving a salary hike, the company reserves the right to reverse the salary adjustment. The decision to reverse the salary will be at the discretion of the company and will be communicated to the affected employee in writing. All salary modifications are subject to the discretion of the company.
- v. Any employee, in compliance with company regulations, who utilizes a certification granted by the organization for client-related activities is hereby prohibited from voluntarily terminating their employment for a specified duration of one year, commencing from the initiation date of the aforementioned certification. Should an employee resign due to an emergency, with approval from the management, they will have to pay for any certification cost paid by the company.
- vi. 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.
- vii. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.
- viii. 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.
- ix. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- x. 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**

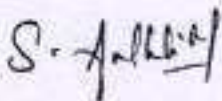
Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**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 19-Mar-2024.

Sincerely,



---

Anthea Vicky

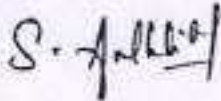
Human Resources

51

Compensation Break Up		
Name	Gayathri V	
<b>A – Base Component</b>	<b>Monthly (Rs.)</b>	<b>Annual (Rs.)</b>
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
Leave Travel Allowance	1300	15600
Other 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>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.,



\_\_\_\_\_  
Anthea Vicky

Human Resources

\_\_\_\_\_  
Gayathri V

Trainee Engineer





Giftson K - giftsonk@nandhaengg.org  
 In: present@nandhaengg.org

52

----- Forwarded message -----

From: Phalindra R S - Phalindra.RS@infotech.com  
 Date: Sun, 8 Oct 2023 at 9:17 PM  
 Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
 To: giftsonk@gmail.com - giftsonk@gmail.com

Campus 2024  
Recruitment process

Dear GIFTSON K,  
 ITC/2024CAMP/1331  
 Nandha Engineering College

Greetings from ITC Infotech India Ltd!

**Congratulations! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	9.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

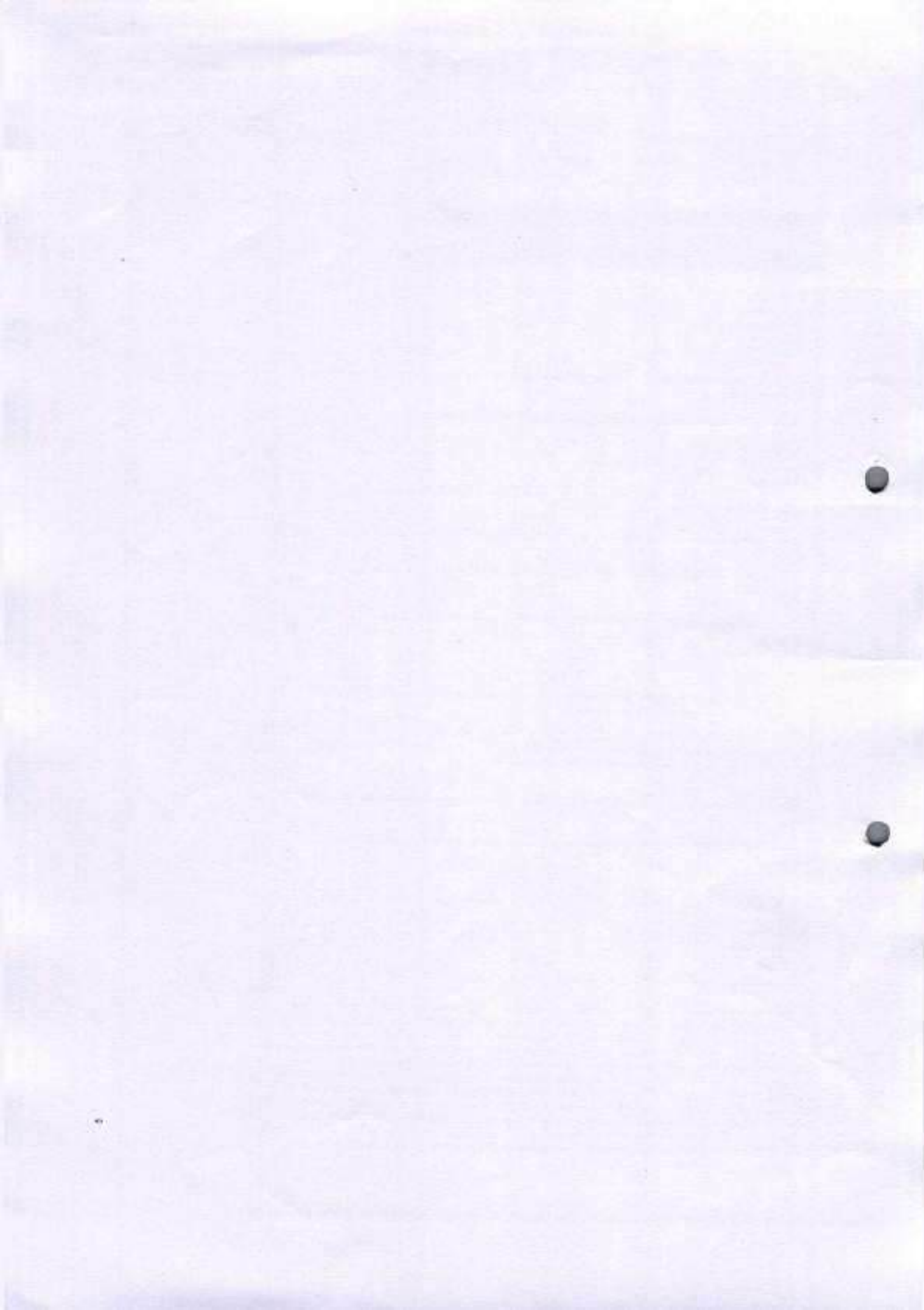
- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 80% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles of ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"**

Please acknowledge the receipt of this mail and indicate your acceptance through the MB Form which will be shared shortly.

Warm Regards,  
 Phalindra R S  
 Campus Recruitment Team  
 ITC Infotech India Ltd.

**Disclaimer:** This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information.Securities@infotech.com](mailto:Information.Securities@infotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.





53

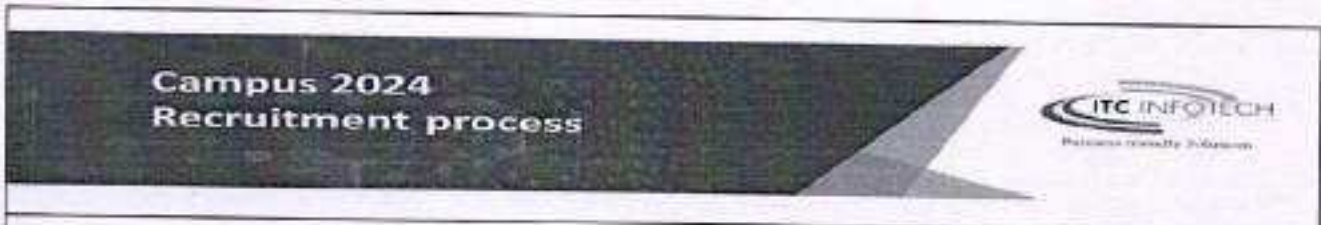


# ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Phanindra R S <Phanindra.RS@itcinfotech.com>  
To: gopinath172802@gmail.com <gopinath172802@gmail.com>

Sun, Oct 8, 2023 at 9:17 PM



Dear GOBINATH K S,  
ITCI/2024/CAM/1330  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations ! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IST
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trailings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"**

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.



Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd, at Information.Security@itcinfotech.com by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.



RENAULT NISSAN  
TECHNOLOGY &  
BUSINESS CENTRE INDIA



54

Chengalpattu, October 24, 2023

Ref : HR/20775/Oct 2023

Dear Gokulkumar Panneerselvan

D No 60/1, Nesavalur Colony Sbi Bank Building Backside,  
Sathyamangalam(Town)  
Erode, Pincode- 638503  
Contact No: +91 8807144548

Congratulations!

We are pleased to offer you, **Apprenticeship** 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 shall be informed.

Your apprenticeship shall be for a period of twelve months. Your all-inclusive stipend shall be **Rs. 35,417/- (Rupees Thirty Five Thousand Four Hundred and Seventeen only)** per month and your apprenticeship shall be governed by a contract of apprenticeship to be entered into by you and the relevant policies in this regard, framed by the Company.

The eligibility criteria prescribed for the apprenticeship is a pass in the 7<sup>th</sup> & 8<sup>th</sup> semester of your **BE-Computer Science Engineering** and overall grade /percentage of minimum 70% in academics and subject to you providing us the consolidated mark sheets or Provisional certificates and on satisfying the eligibility criteria and qualifications prescribed under The Apprentices Act, 1961 and the Rules there under to our satisfaction, on or before June 2024. Any failure, on your part, in this regard, shall automatically disentitle you and this offer shall be rescinded forthwith.

While the Company is not bound to offer any employment to you on successful completion of the apprenticeship training, you shall be issued with a training completion certificate. You will not be entitled to claim any lien or employment with the Company.

In case of further clarifications with reference to your joining as an Apprentice, please get in touch with our Joining Cell on email to [renault-nissan.campus@rntbci.com](mailto:renault-nissan.campus@rntbci.com)

Accepted

Candidate Name: GOKULKUMAR K P

Date: 25/10/2023

Sincerely

Bhargavi Gopalakrishna

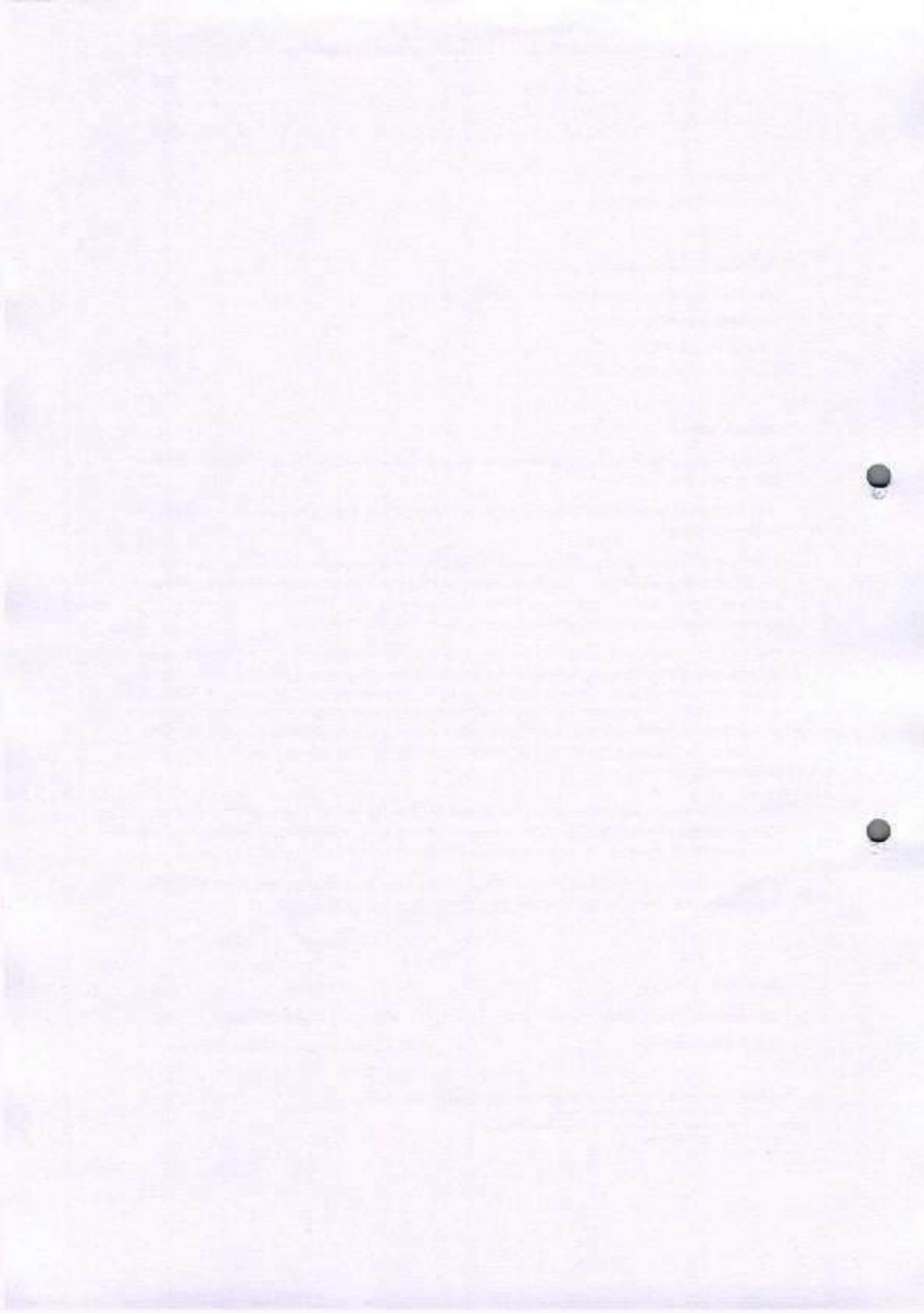
Head – Talent Acquisition, RNTBCI

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 87481000  
F +91 44 87481150

Confidential C







Dear GOWSHAN R,

## RE: Provisional Offer of Employment – ML Engineer

We are delighted to extend an provisional offer of employment to you for the position of ML Engineer at Thirumoolar Software. Your exceptional qualifications, passion for ML Engineer, and enthusiasm for pushing the boundaries of technology have impressed our team, and we believe you will be a valuable addition to our organization.

### Job Details

Position: ML Engineer

Location: Tamil Nadu

Salary: Rs 3,00,000 Per Annum

Start Date: The selected candidate shall commence employment 30 days from the date of issuance of the offer letter.

As an ML Engineer, you will be a crucial member of our innovative team, responsible for developing advanced and contributing to ground-breaking innovations in the projects assigned. Your work will have a significant impact on shaping the future of your career as well.

### Benefits and Perks:

- Competitive salary package
- Opportunities for professional growth and development
- Access to state-of-the-art tools and resources are essential.
- Collaborative work environment with like-minded individuals
- Health and wellness benefits

Please note that this offer is valid upon the successful clearance of Technical and HR interviews, Certificate and Background Verifications as per our company policies.

We kindly request that you signify your acceptance of this provisional offer by signing and returning a copy of this letter no later than 7 days. You can return the signed offer letter via email at [hr@thirumoolarsoft.com](mailto:hr@thirumoolarsoft.com)

We kindly request you to send us Proof of Address (POA), Proof of Identity (POI), Proof of Education (POE) & signed offer letter via our portal link: <https://thirumoolarsoft.in/uploaddocument.php>

Should you have any questions or require further clarification about the offer or any other details related to your employment, please do not hesitate to contact us at +91 7094412869 (WhatsApp)

Once again, congratulations on your selection as an ML Engineer at Thirumoolar Software. We eagerly anticipate your positive response and look forward to welcoming you to our team.

Thank you for considering this opportunity, and we are excited to have you be part of our journey towards creating cutting-edge IT solutions.

Sincerely,

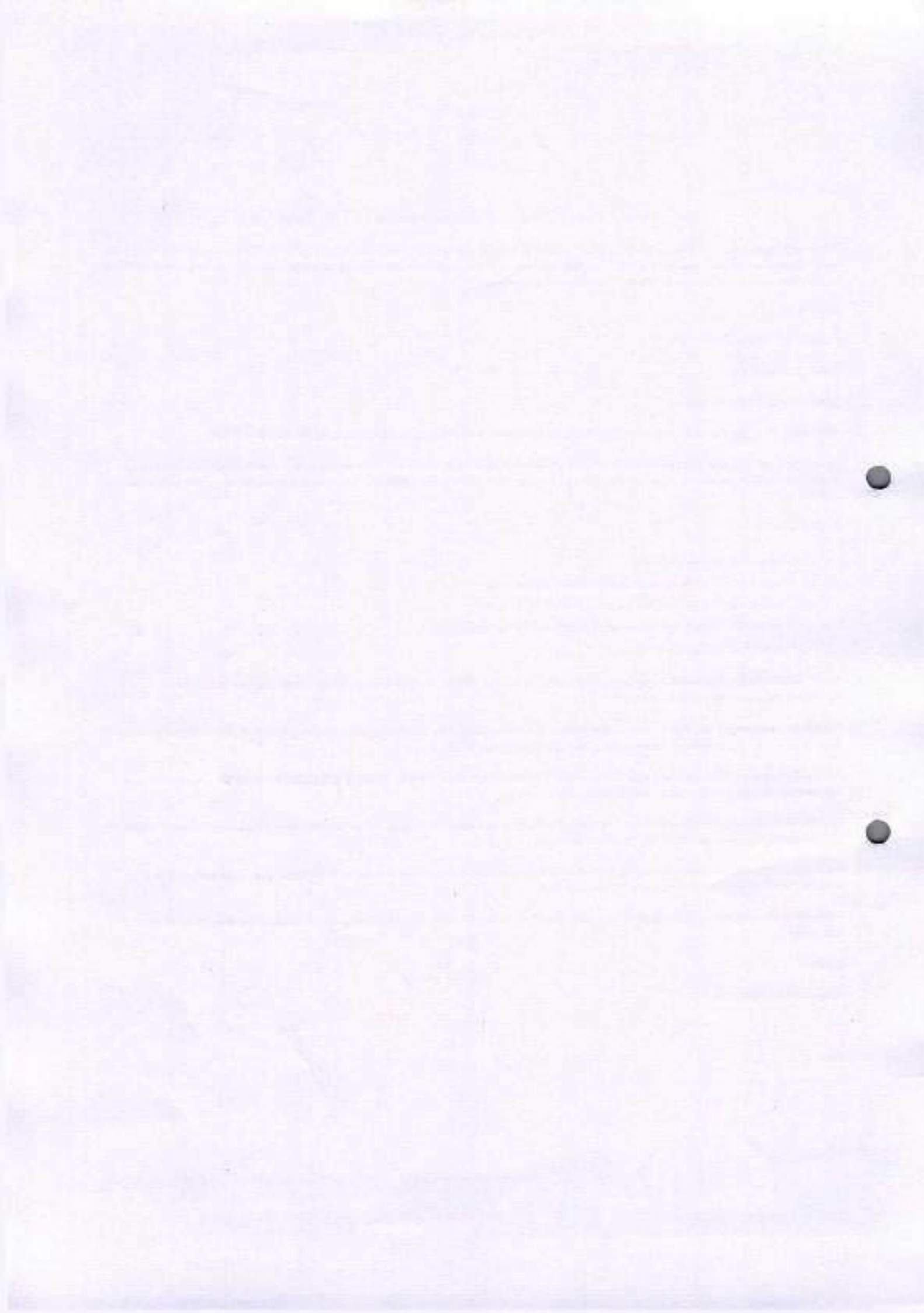
Accepted and Agreed by:

Date: 21-05-2024



Senthil Kumar N

Senior HR



56



- 1. HR Department
- 2. HR Manager
- 3. HR Assistant
- 4. HR Officer

Date: 01.02.2024

To:  
GUGARKYAN S  
NANDINI ENGINEERING

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE  
Dear GUGARKYAN S


With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER - TRAINEE. The joining date will be in between June 2024 to Dec 2024 in our organization.

Your salary would be:  
D. 15 Months - Rs. 22,000 (Twenty Two Thousand Only) per Month / Rs. 264,000 per Annum.  
After your successful completion of 15 Months - Rs. 24,000 (Twenty-Four Thousand Only) per Month / Rs. 288,000 per Annum.

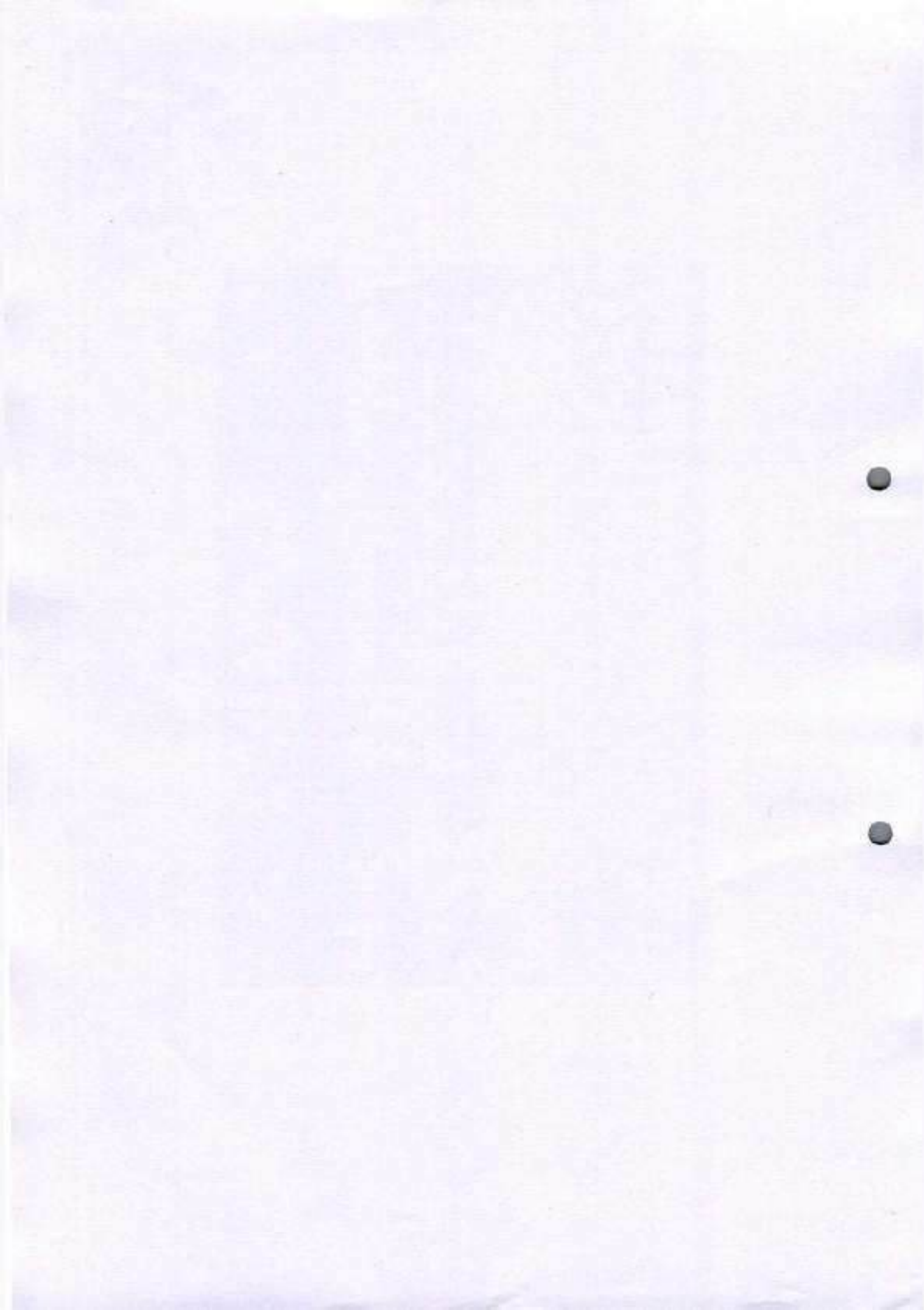
We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in official letter as indicated your name below and mail the scanned copy of your signed offer letter to the respective email id [hr@webberox.com] and revert back to us within a month from the date of this offer letter which is issued.

  
(RITESHWAJAN S)  
HR MANAGER, WEBBEROX

  
GUGARKYAN S





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Dear Harikrishna A,  
ITC/2024/CAM/1328  
Maratha Engineering College

Greetings from ITC Infotech India Ltd.

Congratulations! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the joining process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms/ conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"

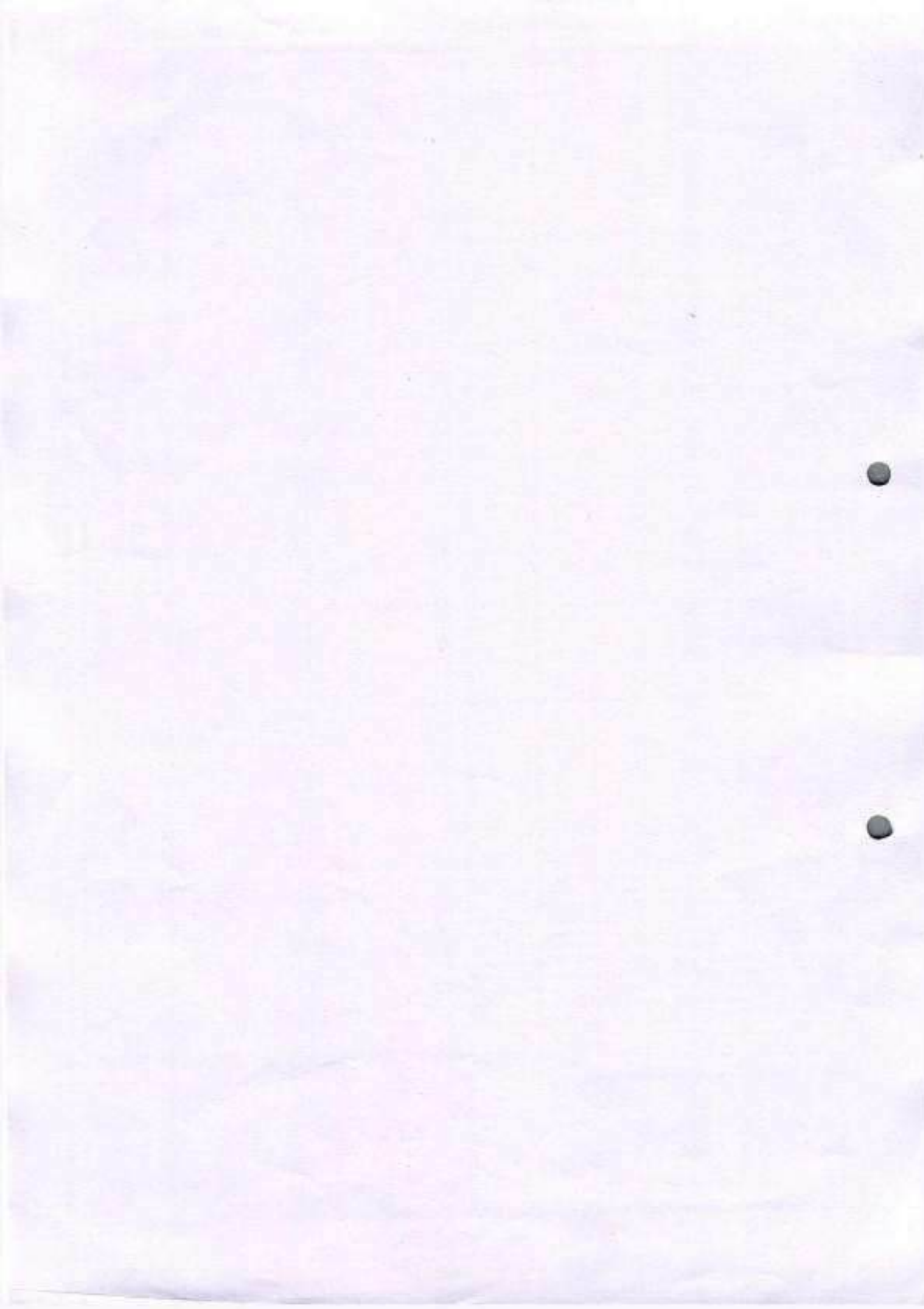
Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,  
Pranav R S  
Campus Recruitment Team  
ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/its Subsidiaries/its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./its Holding company/its Subsidiaries/its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./its Holding company/its Subsidiaries/its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information.Security@itcinfotech.com](mailto:Information.Security@itcinfotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.

2 Attachments - Scanned by Gmail









Ref Code: ILM/CI/2024-2025/204

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**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Karthikeyan G

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/204

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM / CI / 2024-2025 / 204

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## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/204

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/204

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1

ILM/CI/EML/24-25/003/1.0

Page 6 of 6





VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

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## Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

kaviya priya <rkaviyapriya2002@gmail.com>  
To: vinoparkavi.d@nandhaengg.org

Tue, May 21, 2024 at 12:50 PM

----- Forwarded message -----

From: kaviya priya <rkaviyapriya2002@gmail.com>  
Date: Sat, Mar 16, 2024, 11:24 AM  
Subject: Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
To: Prasanrh2017tirupur@gmail.com <Prasanrh2017tirupur@gmail.com>

----- Forwarded message -----

From: Phanindra R S <Phanindra.RS@itcinfotech.com>  
Date: Sun, Oct 8, 2023 at 9:17 PM  
Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
To: rkaviyapriya2002@gmail.com <rkaviyapriya2002@gmail.com>

### Campus 2024 Recruitment process



Dear Kaviya R,  
ITCI/2024/CAM/1318  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms & conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.



- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information.Security@itcinfotech.com](mailto:Information.Security@itcinfotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.





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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234687744/Chennai**  
**Date: 14/07/2024**

Ms. Lobana Rethina Pushpa S  
416 Ptm House Uthukuli Road,  
Kunnathur,  
Tiruppur-638103,  
Tamil Nadu.  
Tel# 91-9750621771

Dear Lobana Rethina Pushpa 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** Grade Y. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234687744**

**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 2535 Website: www.tcs.com

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

TCS Careers ServiceLine: 1800 209 3311 Email: careers@tcs.com





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





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## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.

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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 Career Service Line: 1800 209 3311 Email: careers@tcs.com





## 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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## 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 recommended 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.

### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### 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.

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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 ServiceLine: 1800 209 3111 Email: careers@tcs.com





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#### 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 in this offer letter.

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

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TCSL/DT20234687744

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#### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumares 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 309 3111 Email: careers@tcs.com





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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s Irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

## 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

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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 Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





- 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 ILP Program

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

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

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





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## 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.

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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: Nimal Building, 9th Floor Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





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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 & Academic Interface**



[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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**TATA CONSULTANCY SERVICES**  
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TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





GROSS SALARY SHEET

Annexure 1

Name	Lobana Rethina Pushpa 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>

# 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.

\*\*\* 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.

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
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



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**Annexure 2**

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patla, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Karancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Schema No. 151 &amp; 169-B, Super Corridor, Village Tigeriya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCSXP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottem P.O. Trivandrum-695581, India</p>

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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TCS Careers Serviceline: 1800 209 3111 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.





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## 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. Restriction on Associate's Rights**

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

**8. No License**

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





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#### 9. Equitable Rights

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

#### 10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



Ref Code: ILM/CI/2024-2025/210

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Mr. Maha Vishnu k k

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/210

**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. (Online mode or a combination of 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:**  
  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/210

## 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. (**Candidates can also opt to stay on their own at their own cost**)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/210

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM / CI / 2024-2025 / 210

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/210

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
<b>Breakup of the Compensation</b>	
Basic + VDA	₹ 16,347
Special Allowance	₹ 860
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
<b>Deductions</b>	
Professional Tax	₹ 0
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	₹ 15,277
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. (Between ₹ 500/- & ₹ 2000/- per month)	

ILM/E/023/1.1

ILM/CI/EML/24-25/003/1.0

Page 6 of 6



**JOB OFFER LETTER**

REF: INET/OFF/NEC2431

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Maithesh,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

**PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



Background Verification at time of commencement of Phase II – Train the Trainers

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

**JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,

**Mr Ismail Bin Haneefa,**  
**Director**





**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





## **JOB OFFER LETTER**

REF: INET/OFF/NEC2432

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Midhunesh,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### **PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
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- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
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- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



Background Verification at time of commencement of Phase II – Train the Trainers

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**

iNet



**ANNEXURE 1 - SALARY BREAKUP**

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Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (In the months of April & May) after your contract gets over by March.



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13th April 2024

Dear Moneshwaran Ravi

We congratulate you for being selected for a **4-6 months** Training with Smart EdTech Pvt Ltd. "At will basis" which can be extended. Please find the following confirmation of your training.

Title: **Business Development Intern**  
OJT Date: **20th April 2024 to 30th April 2024(unpaid)**  
Joining Date: **20th April 2024**  
Target : **180000**

Stipend: **INR 15000** Per Month + **INR 10000** as incentives (Subject to statutory deductions)  
Full time package **3 LPA-6 LPA** (Upon successful completion of Intern period)

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the < > within 2 working days from the receipt of this mail. The offer, shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **20th April 2024**.

SIGNATURE R. Monesh  
(Candidate's Signature)

DATE 13-04-2024



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature)

*R. Menes*

DATE 15-04-2024



hr@smarted.pro  
www.smarted.in



8296251650



2nd floor, Oyo work flow, Opp to  
Nexus mall, Koramangala,  
Bengaluru, Karnataka 560029





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234711098/Chennai**  
**Date: 14/07/2024**

Ms. Monizha Ravichandran  
1/231/23thottiyapalayam,  
Gvrt School,  
Kunnathur-638103,  
Tamilnadu.  
Tel# 91-8012291987

Dear Monizha Ravichandran,

**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** Grade Y. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TCSL/DT20234711098**

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**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 Nirmal Building, 3th Floor, Nariman Point, Mumbai 400 021

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





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.

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TCSL/DT20234711098

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## **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Komaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 319 Tamil Nadu India

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## 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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## 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

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**TCSL/DT20234711098**

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## **TATA CONSULTANCY SERVICES**

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

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





sessions & proctored assessments. Further to accepting this Offer letter, you are recommended 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.

### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### 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.

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TCSL/DT20234711098

## TATA CONSULTANCY SERVICES

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**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 in this offer letter.

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

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415/21-24, Komaran 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





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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

## 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

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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: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





- 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 ILP Program

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

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

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





## **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.

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**TCSL/DT20234711098**

**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 2535 Website: [www.tcs.com](http://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](mailto: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 & Academic Interface



[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	Monizha Ravichandran
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>

# 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.

\*\*\* 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.

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
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



**Annexure 2**

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patla, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT LT. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 12S, Noida, Uttar Pradesh, Pin- 201303, India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigoriya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Dpp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O., 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. Restriction on Associate's Rights**

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

**8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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

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### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kamaraj Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 319 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





(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 : 4/16/2024

**Pre-offer letter of Employment at AMI India**

Dear Nanjemoorthy J

RE: Pre-Offer of Employment for **System Software Engineer -Trainee** position at American Megatrends International India Private Limited, Chennai.

I am delighted to inform you that our hiring committee has shortlisted you for the **System Software Engineer Trainee** position at American Megatrends International India Private Limited, Chennai, based on the success of your recent interview.

This pre-offer letter is intended as an expression of our interest in your candidacy to join AMI India but does not constitute a binding employment contract. A formal offer letter will be sent to you before your joining date on your completion of your graduate course and obtaining an engineering degree. Please note that while we are highly enthusiastic about your potential as a member of our team, the terms enclosed in the final offer letter may be as per the norms of employment at the time of joining and may vary from those discussed during your interviews.

Here is a brief outline of some preliminary terms of your proposed employment for your review:

You shall be hired for the position of System Software Engineer-Trainee at our office in 5<sup>th</sup> Floor, Block-A, Rattha's Tek Meadows, No 51, Rajiv Gandhi Salai (OMR), Sholinganallur, Chennai- 600 119. Your Date of joining is expected to be in the month of **August 2024**. AMI may inform you of changes to the joining date as per the company's sole discretion.

- You shall be requested to work on our site as per the location leave calendar, unless specified otherwise.
- You shall be offered a competitive initial salary of **₹ 4,00,000 (Four Lakhs Only)** along with benefits like Employee Provident Fund, Group Medical Insurance, Personal Accident Insurance, Gratuity.
- You will be required to sign a bond with American Megatrends International India Private Limited for 2 years for **₹ 4,00,000 (Four Lakhs Only)**.
- During probation, the employment is terminable by either side by giving 30 days' notice in writing or payment of 30 days salary in lieu thereof. After confirmation, the employment is terminable by either side by giving 90 days' notice in writing or payment of 90 days salary in lieu thereof.

Please understand that these terms are subject to further negotiations and may be modified before the formal offer of employment is issued.

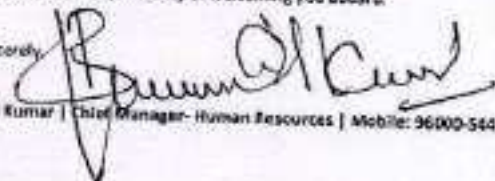
Should our firm decision turn towards your favour, you will be required to undergo a background check and other prerequisite screening processes according to our company's policy.

While we finalize our internal procedures, please feel free to reach out to us should you have any questions or need additional information. We appreciate your patience in this matter and are excited about the possibility of you joining American Megatrends International India Private Limited.

Thank you for your time and continued interest in our company. To provide your consent to this pre-offer letter kindly provide your acceptance by replying to this email by **23<sup>rd</sup> April 2024**. Additionally, we request you to share all supporting documents as requested in the email for your application procedure.

We look forward to the possibility of welcoming you aboard.

Yours sincerely,

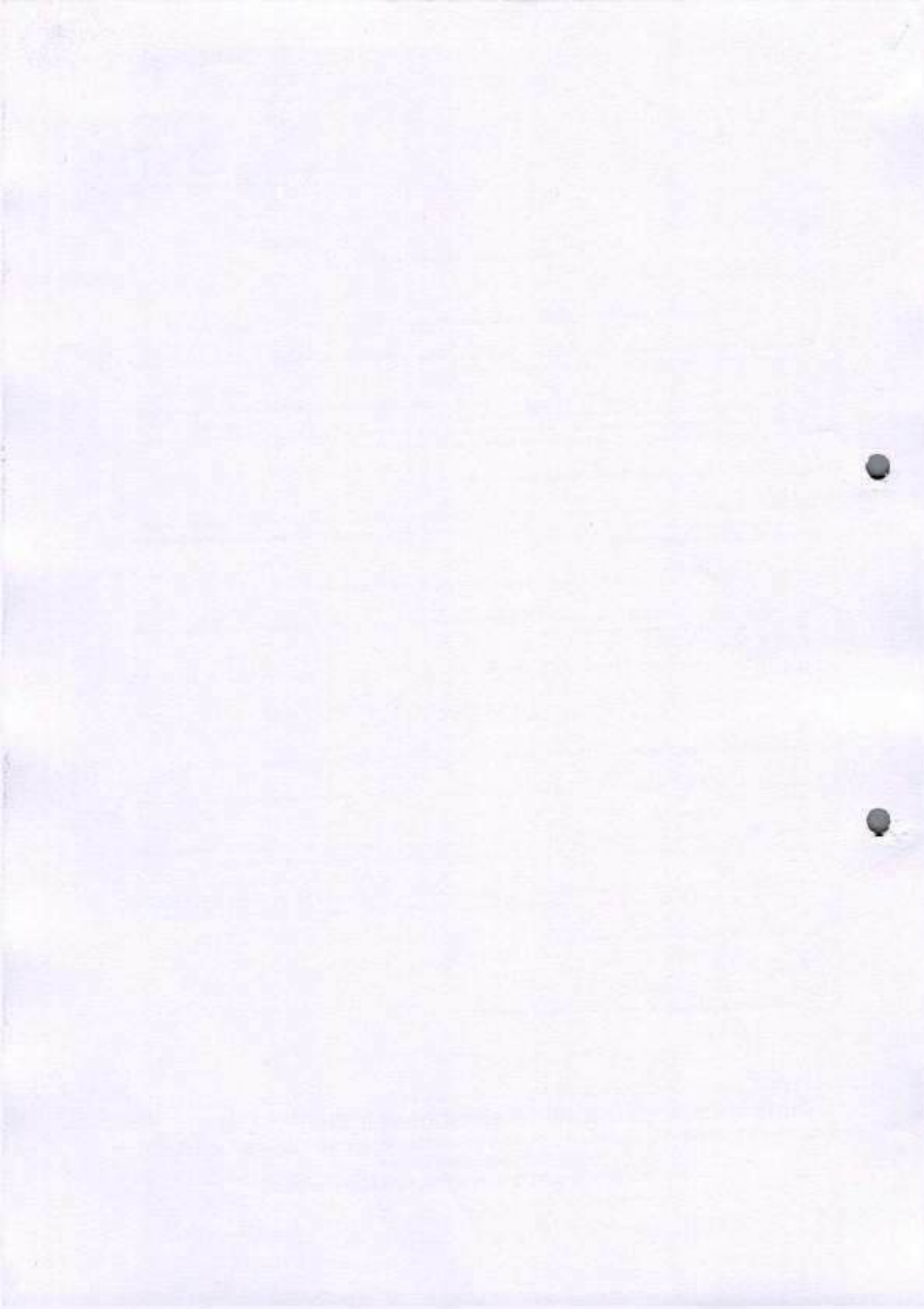
  
P. Senthil Kumar | Chief Manager - Human Resources | Mobile: 96000-54456

**American Megatrends International India Pvt Ltd**

5th Floor, Tower - A, Rattha's Tek Meadows, No. 51, Rajiv Gandhi Salai, Sholinganallur, Chennai - 600119.

Tel: [+91] 44-66540922 Web: www.ami.com

CIN: U72200TN2018FTC124279 | GSTIN: 33AARCA2416J1ZP







Ref Code: ILM / CI / 2024-2025 / 211

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Mr. Naveen A

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/211

**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. (Online mode or a combination of 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:**  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/211

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/211

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM / CI / 2024-2025 / 211

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/211

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
<b>Breakup of the Compensation</b>	
Basic + VDA	₹ 16,347
Special Allowance	₹ 860
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
Take Home	₹ 15,277
<b>Deductions</b>	
Professional Tax	₹ 0
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
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. (Between ₹ 500/- & ₹ 2000/- per month)	

ILM/F/023/1.1

ILM/CI/EML/24-25/003/1.0





VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

## Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Pranesh S <galaxyson845@gmail.com>  
 To: "vinoparkavi.d@nandhaengg.org" <vinoparkavi.d@nandhaengg.org>

Tue, May 21, 2024 at 10:58 AM

----- Forwarded message -----

From: **Phanindra R S** <Phanindra.RS@itcinfotech.com>  
 Date: Sun, 8 Oct, 2023, 9:16 pm  
 Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
 To: galaxyson845@gmail.com <galaxyson845@gmail.com>

Dear Pranesh S,  
 ITC/2024/CAM/1304  
 Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.



Warm Regards,  
Phanindra R S  
Campus Recruitment Team  
ITC Infotech India Ltd.

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2 attachments

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-  image001.png  
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Ref Code: ILM/CI/2024-2025/212

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Mr. Pranith R

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/212

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/212

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/212

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/212

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
<b>Breakup of the Compensation</b>	
Basic + VDA	₹ 16,347
Special Allowance	₹ 860
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
<b>Deductions</b>	
Professional Tax	₹ 0
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	₹ 15,277
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. * Performance Based Incentives - Variable component based on your performance, (Between ₹ 500/- & ₹ 2000/- per month)	

ILM/F/023/1.1

ILM/CI/EML/24-25/003/1.0

Page 6 of 6



Ref Code: ILM/CI/2024-2025/212

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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**



## Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

45

Phanindra R S <phanindra.rs@itc-infotech.com>  
to prasanth001shupra@gmail.com

Sent: 08/29/2024 10:41 AM

**Campus 2024  
Recruitment process**

Dear Prasanth G,  
ITC/2024/CAM/1303  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

**Congratulations ! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kullata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various higher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer structure& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

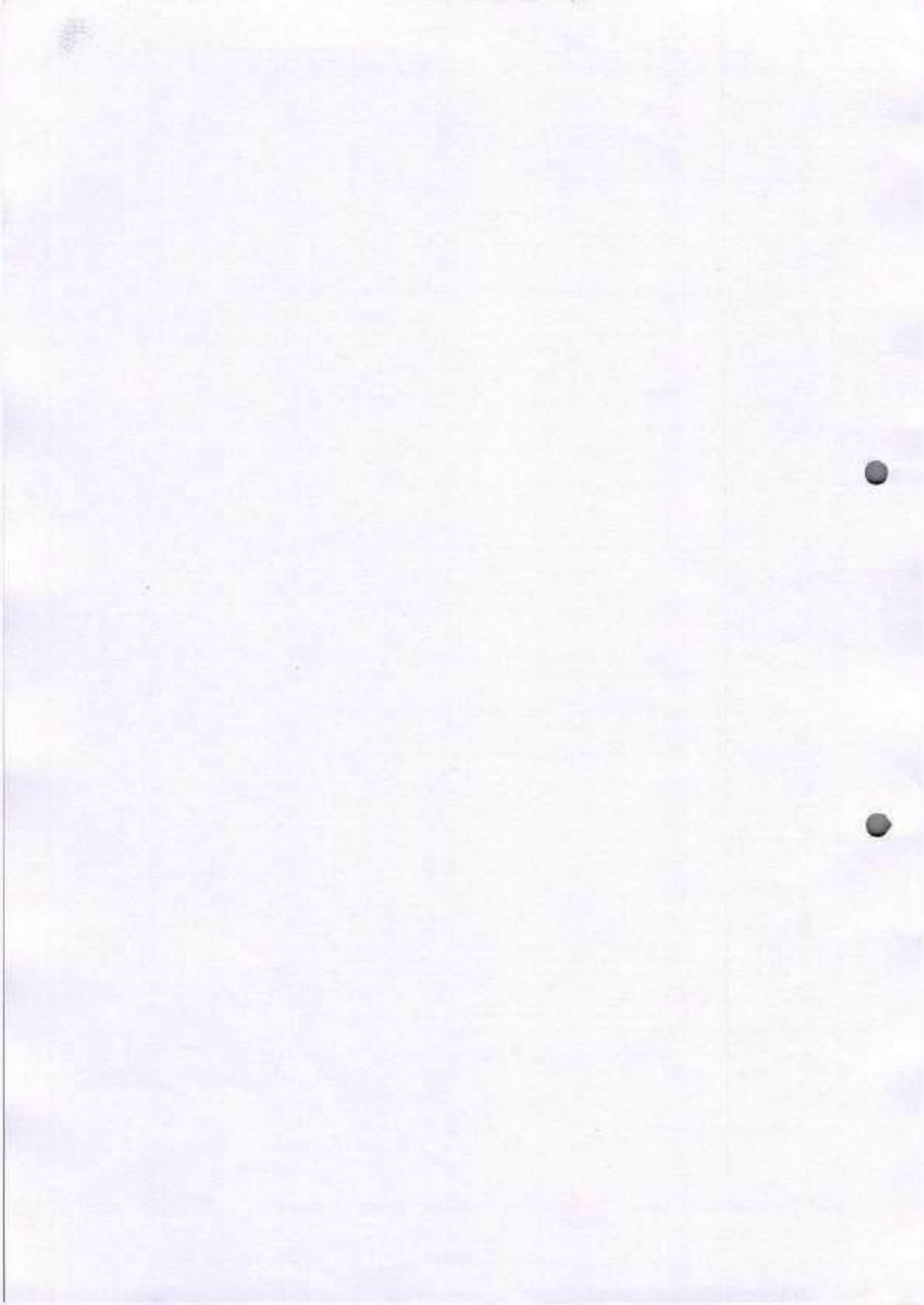
**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"**

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,  
Phanindra R S  
Campus Recruitment Team  
ITC Infotech India Ltd.

**Disclaimer:** This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this email are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd. / its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information\\_Security@itcinfotech.com](mailto:Information_Security@itcinfotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.





## JOB OFFER LETTER

REF: INET/OFF/NEC2434

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Praveen,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.

Reg Off : 266/2, 2nd Floor, Opp. Pothys,  
Omalur Main Road, Salem - 636 007.

Admin Off : 11, SKC Road, Near Hotel Aishwaryaa,  
Kaikoiler Thottam, Erode - 638 001.

+91 9500 930 856

info@inetresource.in

www.inetresource.in



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



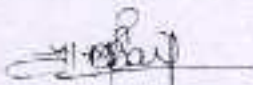
Background Verification at time of commencement of Phase II – Train the Trainers

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

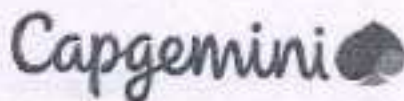
- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India,  
Tel: +91 22 7144 4233 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

Superset ID: 5003488

## Letter of Intent ("LOI")

June 14, 2024

Dear Preethika P,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2**. Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further



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training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

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## ANNEXURE 1

Preethika P, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

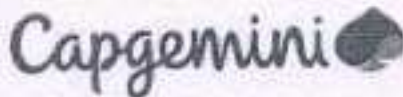
I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

Superset ID: 5003488

## Letter of Intent ("LOI")

June 14, 2024

Dear Preethika P,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4 with Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2**. Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further



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## ANNEXURE 1

Preethika P. Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

Puneet Kumra  
Head - Fresher Hiring

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

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4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



training and your employment depending on your performance in its opinion.

G. The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

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## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr,PREMNATH  
CSE DEPARTMENT  
NANDHA ENGINEERING COLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

Dear Sir/Madam,

This has reference to your application and sub request interviews you have had with Digital EPCS Pvt Ltd, we are pleased to appoint you as **Engineering** in its function based at Chennai, Your employment will be governed by the following terms and conditions:

### Month Base Gross salary

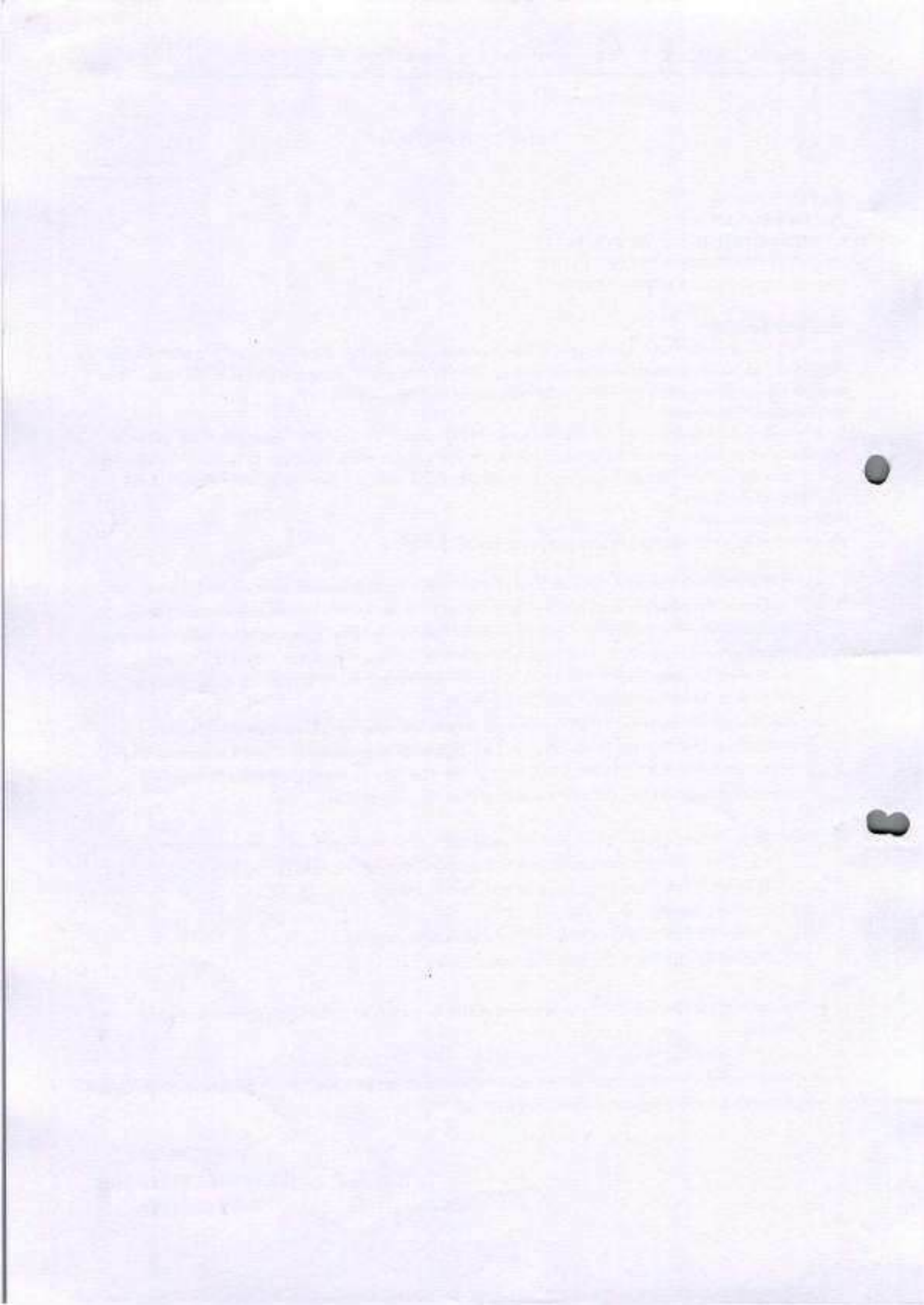
You will be paid a Monthly basis Salary ( **Rupees 12000 /- only** ) Ei Salary Will be revised after 3Months based on your Performance and Contribution to the Company. Your working hours will be 8:30 am to 6:00 pm as per the current company policy. The company observes a 5 day work week. Lunch Break 12.30 pm to 13.00 pm.

### Date of Appointment

Your date of appointment as per company records is **20.1.2024**

- At the end of the training, you will be required to submit a copy of your project report, the topic, and the timeline which will be shared by your supervisor on the day of your joining. On successful completion of the three months of the training program and after submitting the project report, you will be awarded a completion certificate that can be used for your permanent position in DIGITAL EPCS. If the Project report is not satisfactory, the training duration will be extended further for 6 months.
- our timings will be from 11.00Am am to 3.00 pm, Monday to Friday as per the current company policy. The company observes a 5-day work week and 1st & 3rd Saturday Working Days. Lunch Break 12.30 pm to 1.00 pm... Please be sure to bring [Required Document] documents with you on your first day to complete your profile.
  1. Aadhar Card – Xerox Copy and Scanned Copy send through the mail (hr@digitalepcs.com)
  2. Pan Card – Xerox Copy and Scanned Copy send through the mail (hr@digitalepcs.com)
  3. 10th and 12th Marksheet Original and Xerox Copy
  4. Passport size Photo – 2 Copy
  5. Course Completion Certificate – Original and Xerox Copy
  6. Degree Certificate – Original and Xerox Copy
- You will sign a confidentiality agreement with the company before you commence your training.
- The training cannot be construed as employment or an offer of employment with Digital EPCS. We are happy to have you work with us.

Yours faithfully  
Anandakumar Ramakrishnan  
(DIRECTOR)







LOGBASE TECHNOLOGIES LLP  
205 - C, Second Floor, STEP - II,  
PSG Public School Campus,  
Opp. PSG College of Technology,  
Peelamedu, Coimbatore - 641004.

CIN : AAD-0791

hr@logbase.io  
www.logbase.io

Date of offer: 01/08/2024

## PERSONAL & CONFIDENTIAL

Dear Naveen V,

This letter will memorialize the terms of your employment at Logbase Technologies LLP as "Full Stack Developer".

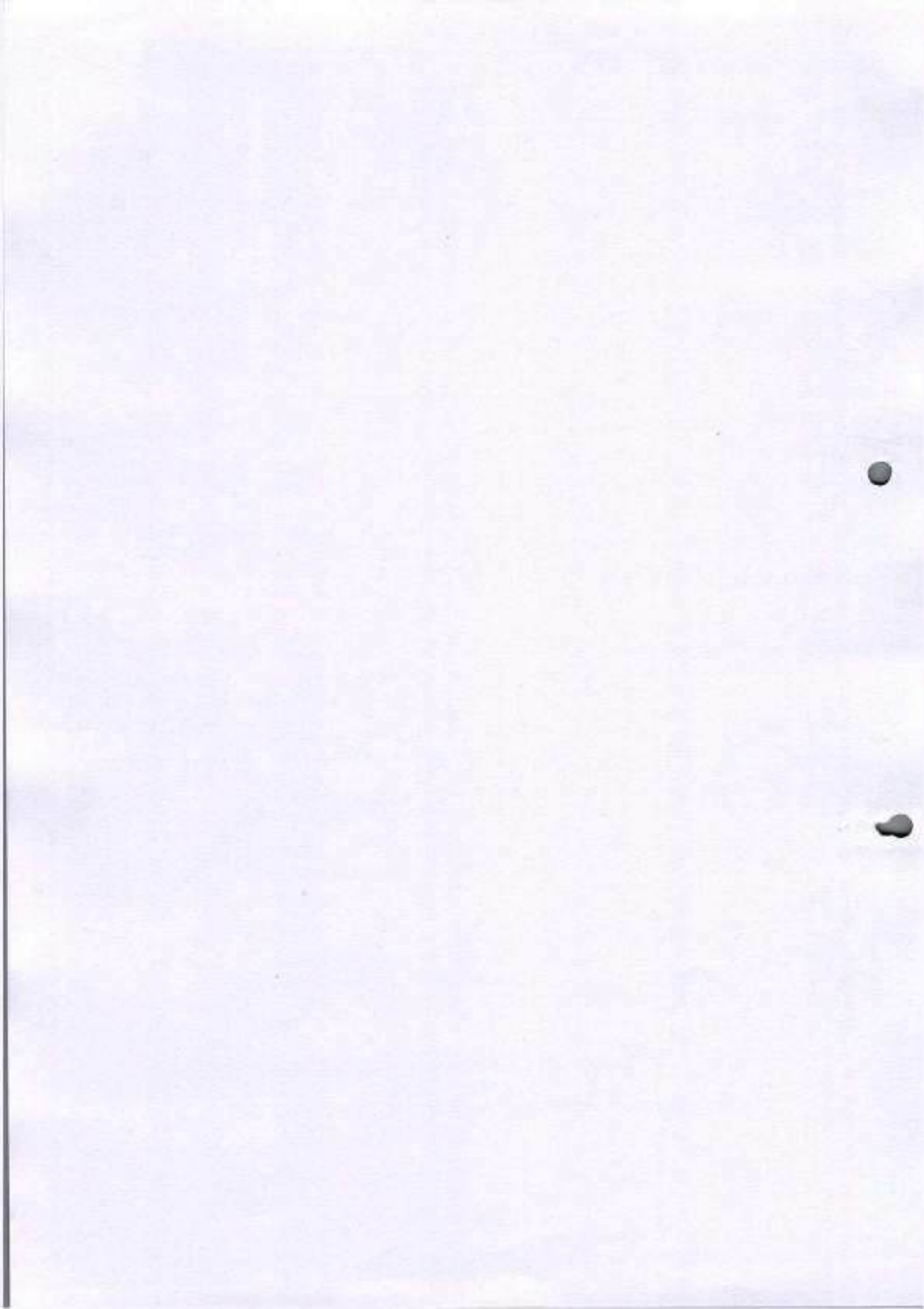
The terms of your employment are as follows:

**Salary:** Your total compensation will be Rs. 4,50,000 per annum that will be subject to annual review. You will be eligible to participate in regular vacation, and other employee benefit plans established by the company for its employees from time to time.

**Provident Fund:** You will participate in Provident Fund (PF) Scheme as applicable to your category of employees. Accordingly, your contribution, together with the company contribution, will be paid to you as allowance in lieu of PF until the date of registration and will form part of your salary discussed directly above. After the date of registration, your salary discussed above will be reduced by the amount of your contribution plus the company contribution and such amount will be paid to PF. We would like to inform you that as per government regulations, employees who exceed the government-mandated salary format may choose to opt-out of the Provident Fund (PF) deduction. If your salary exceeds the prescribed threshold, you have the option to skip PF contributions. Please notify the HR department if you wish to exercise this option. Please note that once this decision is made, it cannot be reversed during your tenure with the company.

**Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.

**Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.







**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234153830/Chennai**  
**Date: 14/07/2024**

Mr. Rabiswaran Subramaniyan  
100bMain Street, Vadukanur,  
Nadupalayam,  
Erode-638154,  
Tamil Nadu.  
Tel# 91-9442430070

Dear Rabiswaran Subramaniyan,

**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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234153830**

**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





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## 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.

## 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.

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## **TATA CONSULTANCY SERVICES**

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





## 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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

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**TATA CONSULTANCY SERVICES**  
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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Carewiz Serviceline: 1800 209 3111 Email: carewiz@tcs.com





sessions & proctored assessments. Further to accepting this Offer letter, you are recommended 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.

### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### 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.

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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 2212 Fax: 91 44 66 16 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





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**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 in this offer letter.

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

TCS Confidential  
TCSL/DT20234153830

**TATA CONSULTANCY SERVICES**

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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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

## 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 ILP Program

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

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

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





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## 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.





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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 & Academic Interface**



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

**TCS Confidential**  
**TCSL/DT20234153830**

**TATA CONSULTANCY SERVICES**  
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**GROSS SALARY SHEET**

Annexure 1

Name	Rabiswaran Subramanian
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>

# 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.

\*\*\* 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.

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
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





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Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalanga Park   Talent Development Block   Barabati Building- IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sethya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303, India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Karyavottam P.O., 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.





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## 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. Restriction on Associate's Rights**

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

**8. No License**

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





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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.





#### 9. Equitable Rights

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

#### 10. General

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

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

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

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



## **JOB OFFER LETTER**

REF: INET/OFF/NEC243

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Ragul K,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### **PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



Background Verification at time of commencement of Phase II – Train the Trainers

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,  
Director**



27 March 2024

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Dear Rahul Selvaraj

Congratulations!

We are pleased to offer you the position of Associate Software Engineer at TPF Software India Pvt Ltd.

The key details of your employment are as follows:

- Position: Associate Software Engineer
- Anticipated Start Date: 3 June 2024
- Annual Cost to company: ₹4.60.000

Please carefully review this letter. If you accept the terms, kindly sign and return one copy by March 27, 2024. This offer is contingent upon the successful completion of any required background checks.

I am fully prepared to honor the commitments outlined in the Training cum Employment Agreement and formally acknowledge my understanding by signing the necessary bond.

Should you have any inquiries, please do not hesitate to contact [www.tpfsoftware.com](http://www.tpfsoftware.com).

Thanking you,

For TPF Software India Private Limited

*Jaishree Vignesh*

Jaishree Vignesh  
Head - Human Resources  
[jaishree.vignesh@tpfsoftware.com](mailto:jaishree.vignesh@tpfsoftware.com)



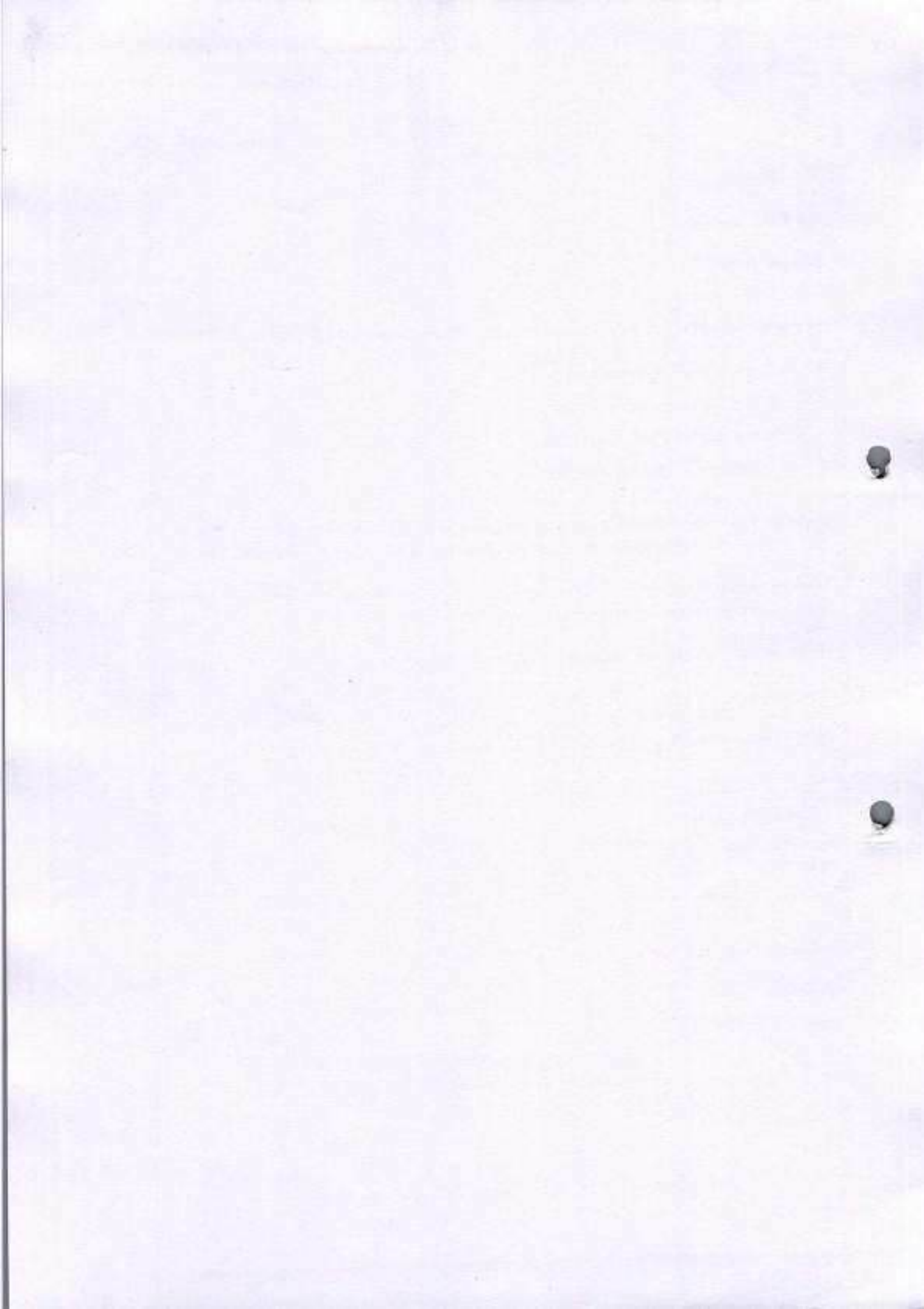
Accepted and acknowledged by

Name: Rahul Selvaraj

Date: 27/03/2024

*RS*









Ref Code: ILM/CI/2024-2025/208

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Ramesh K

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM / CI / 2024-2025 / 208

**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. (Online mode or a combination of 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:**  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/208

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/208

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/208

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/208

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
<b>Breakup of the Compensation</b>	
Basic + VDA	₹ 16,347
Special Allowance	₹ 660
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
<b>Deductions</b>	
Professional Tax	₹ 0
ESI Contribution	₹ 130
PF Contribution (Savings)	₹ 1,500
<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	₹ 15,277
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. (Between ₹ 500/- & ₹ 2000/- per month)	

ILM/F/023/1.1



## **JOB OFFER LETTER**

REF: INET/OFF/NEC254

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Ranjith,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### **PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



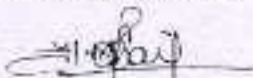
Background Verification at time of commencement of Phase II – Train the Trainers

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,  
Director**



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



Letter of Intent (LOI)

August 21, 2023

Sangamithra Prakash  
Nandha Engineering College, Erode

Dear Sangamithra Prakash,

We are pleased to inform you that you have successfully cleared the Campus preselection process and have been provisionally shortlisted for employment as "Graduate Engineer Trainee" subject to the conditions below.

As the next step, you will undergo 'Segue' our industry readiness program covering a foundation course on Soft skills and technical skills and one of the Centers of Excellence training programs on Digital, Fullstack, Automation, AI, ML, Analytics, PEGA and Cloud.

You agree to join Hexaware after successful completion of the program as per specified company guidelines and not participate in any other selection process of another company.

Upon Joining Hexaware, in the training period you will be entitled to the remunerations indicated below as per the role:

1. **Graduate Engineer Trainee** - You will receive a Stipend of Rs.15000/-pm for a period of 6 months and on successful completion you will be paid a salary of Rs.4.00 Lac per annum.

You are required to sign a service agreement for a period of 2 years upon joining Hexaware. You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - 25, A Block, TTC Industrial Area, Malad, New Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)





You will, at all times, will observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession and which, according to the company, are necessarily confidential and form valuable property of the company and not made available to the trade. Further, you will not disclose such data or information without written consent from the company to anyone other than the company's officials who are authorized to receive the same. Even after you have ceased to be in the training, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose them to anyone.

As a token of your acceptance that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your acceptance to joining Hexaware. You shall sign the Non-Disclosure Agreement (NDA) upon direction and shall abide by the terms and conditions mentioned therein.

The validity of this Letter of Intent is effective immediately and shall remain valid until July 31st, 2024. Both parties acknowledge and agree that this LOI is subject to extension at the discretion of Hexaware, based on prevailing business conditions and mutual interest.

Yours faithfully,  
For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

**Monica Mathur**  
Vice President, Recruitment-India & APAC

*Sangamithra P.*

**SANGAMITHRA PRAKASH**



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069602 URL: [www.hexaware.com](http://www.hexaware.com)





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20245269929/Chennai**  
**Date: 12/07/2024**

Mr. Santhosh Nagaraj  
F5, 1st Floor, Kartik Skanda Apartments Meru Nagar 5th Street,  
Pallikaranai,  
Chennai-600100,  
Tamil Nadu.  
Tel# 91-6381542959

Dear Santhosh Nagaraj,

**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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20245269929**

**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 200 3111 Email: careers@tcs.com





## **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. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





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#### 5. 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 ₹4,300/-. This payout is subject to review basis your own ongoing individual performance.

#### Performance Bonus

Your Performance Bonus will be ₹3,100/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay 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.

### 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.

## 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 towards Provident Fund as per the provisions of the said Act.

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TCSL/DT20245269929

## 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





You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Probation Period**

You will be on probation for three months. If your services are found to be satisfactory

**TCS Confidential**  
**TCSL/DT20245269929**

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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 ServiceLine: 1800 209 3111 Email: careers@tcs.com





during the period of probation, 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 Background 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 in extended working hours depending upon the business exigencies as permitted by law.

**5. Mobility**

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

**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. 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 in this offer letter.

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.

#### 11. 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.

#### 12. 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.

#### 13. 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.





#### 14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### 15. Pre-employment Medical Certificate

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

#### 16. Employment of Non Indian Citizens

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

#### 17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

#### 18. Submission of Documents

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

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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: Nival Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Carewiz Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





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, 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

### 19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

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

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

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





offices, as identified, for such period as TCSL may decide.

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

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

## **20. Letter of Appointment**

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

## **21. Rules and Regulations of the Company**

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

## **22. Compliance to all clauses**

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

## **23. 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. A 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 & Academic Interface



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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**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 2535 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





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**GROSS SALARY SHEET**

Annexure 1

Name	Santhosh Nagaraj
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>	51,844	7,00,022

# 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.

\*\*\* 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.

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
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264





Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024,</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kandheepuram District, Chennai - 600 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh,</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>

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





### Annexure 3

#### 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 copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





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**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

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

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

**8. No License**

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





#### 9. Equitable Rights

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

#### 10. General

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

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

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

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

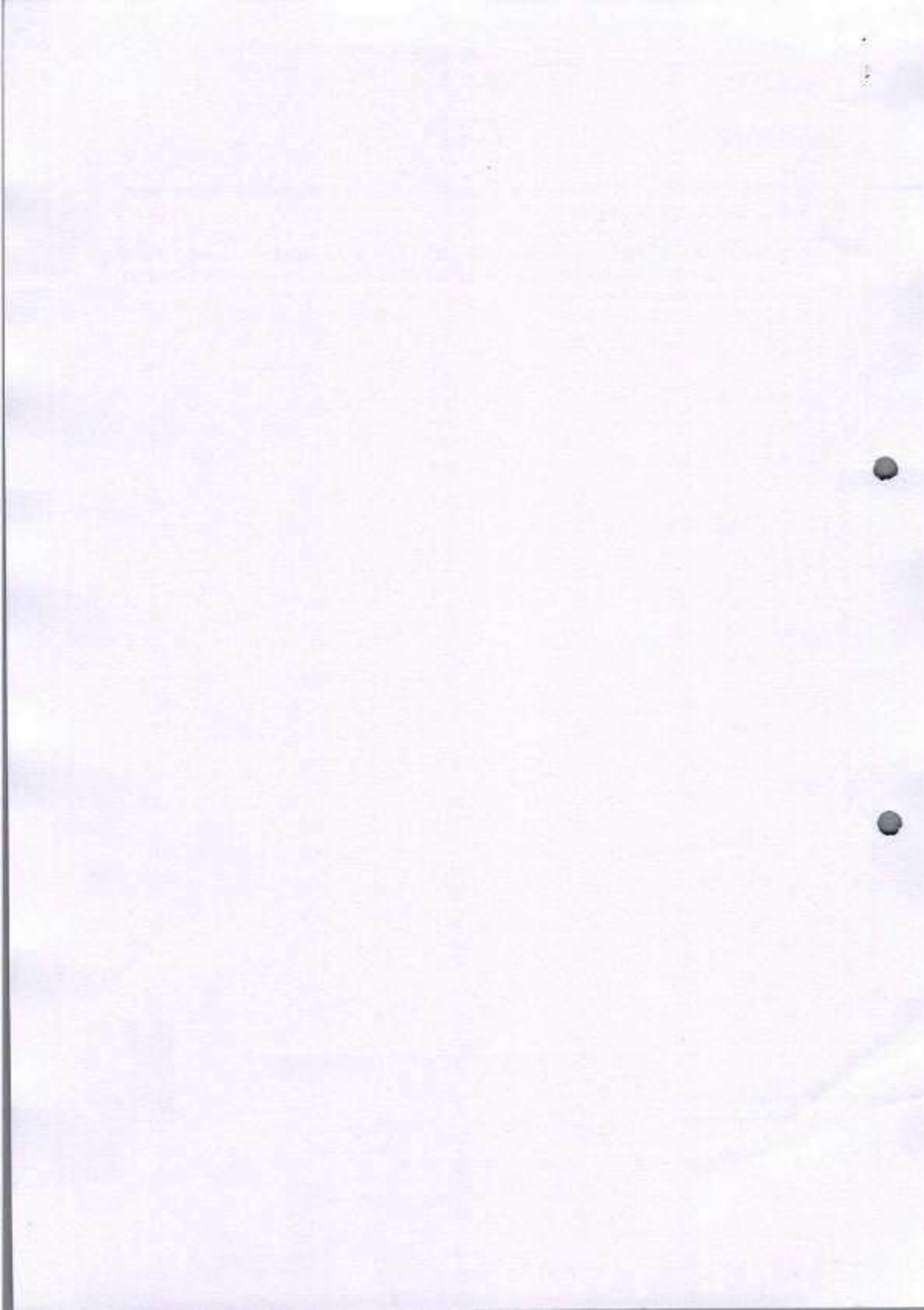




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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(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.





January 2024

Mr. Selvameshkumar. P  
4/83 Sinnappanuthu,  
Vilamarathupatti (post) - Udumalpet ,  
Tiruppur - 642207

Dear Selvameshkumar,

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. 500000 CTC per annum 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. 500000 subject to Tax deduction. Further details are furnished in Annexure-1

**Confidentiality and Non Disclosure**

You are required to maintain the highest level of confidentiality regarding the company's affairs. This includes keeping all information, instruments, documents, and any other materials related to the company that you become aware of during your assessment period. Furthermore, you must not disclose any confidential information in accordance with the "Non-disclosure and Confidentiality Policy".

AVA Software Pvt. Ltd.,  
Alpha City (SSPD), 3rd Floor - Beta Block, Navalur, Chennai 600 130  
Website: <http://www.avasoft.com>



### 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 provide insurance coverage with a sum assured of Rs. 3,00,000/- per annum per individual as specified in the policy. Additionally, employees have the option to extend this coverage to their parents, spouse, and up to two children at the negotiated AVASOFT prices, with a sum assured of INR 300,000 per individual annually. The entire premium amount of parents, spouse and children will be



deducted from the employee's net salary on a monthly basis. Further details will be provided during the onboarding process.

- i. In the event that an employee claims insurance but leaves the company before the policy term is completed, the outstanding premium amount must be settled during the exit process and the insurance coverage will be considered void post the exit process.
- ii. If benefits were not utilized during the employment tenure and the employee leaves before the policy term concludes, the insurance coverage will be considered void, and no payment will be required.

#### Visa

Any employee, having initially demonstrated their interest and enrolled in any type of visa application procedure and later communicates their intent to withdraw from said process, concerned individual shall bear financial liability for all pertinent costs borne by the company. These costs shall encompass not solely the expenditures associated with the visa application and processing, but shall additionally extend to cover transit expenses. The financial obligation further includes the comprehensive assessment of the efforts and time invested by company resources in managing and facilitating the visa process, thereby quantifying the damages caused.

#### 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 an employee resigns from the company or is demoted from their current position within six months of receiving a salary hike, the company reserves the right to reverse the salary adjustment. The decision to reverse the salary will be at the discretion of the company and will be communicated to the affected employee in writing. All salary modifications are subject to the discretion of the company.
- v. Any employee, in compliance with company regulations, who utilizes a certification granted by the organization for client-related activities is hereby prohibited from voluntarily terminating their employment for a specified duration of one year, commencing from the initiation date of the aforementioned certification. Should an employee resign due to an emergency, with approval from the management, they will have to pay for any certification cost paid by the company.
- vi. 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.
- vii. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.
- viii. 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.
- ix. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- x. 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**

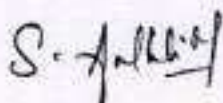
Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**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 30-Jan-2024.

Sincerely,



---

**Anthea Vicky**

**Human Resources**



139

Compensation Break Up		
Name	Selvarameshkumar. P	
<b>A – Base Component</b>		
	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
Leave Travel Allowance	1300	15600
Other 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>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. Anthea Vicky*

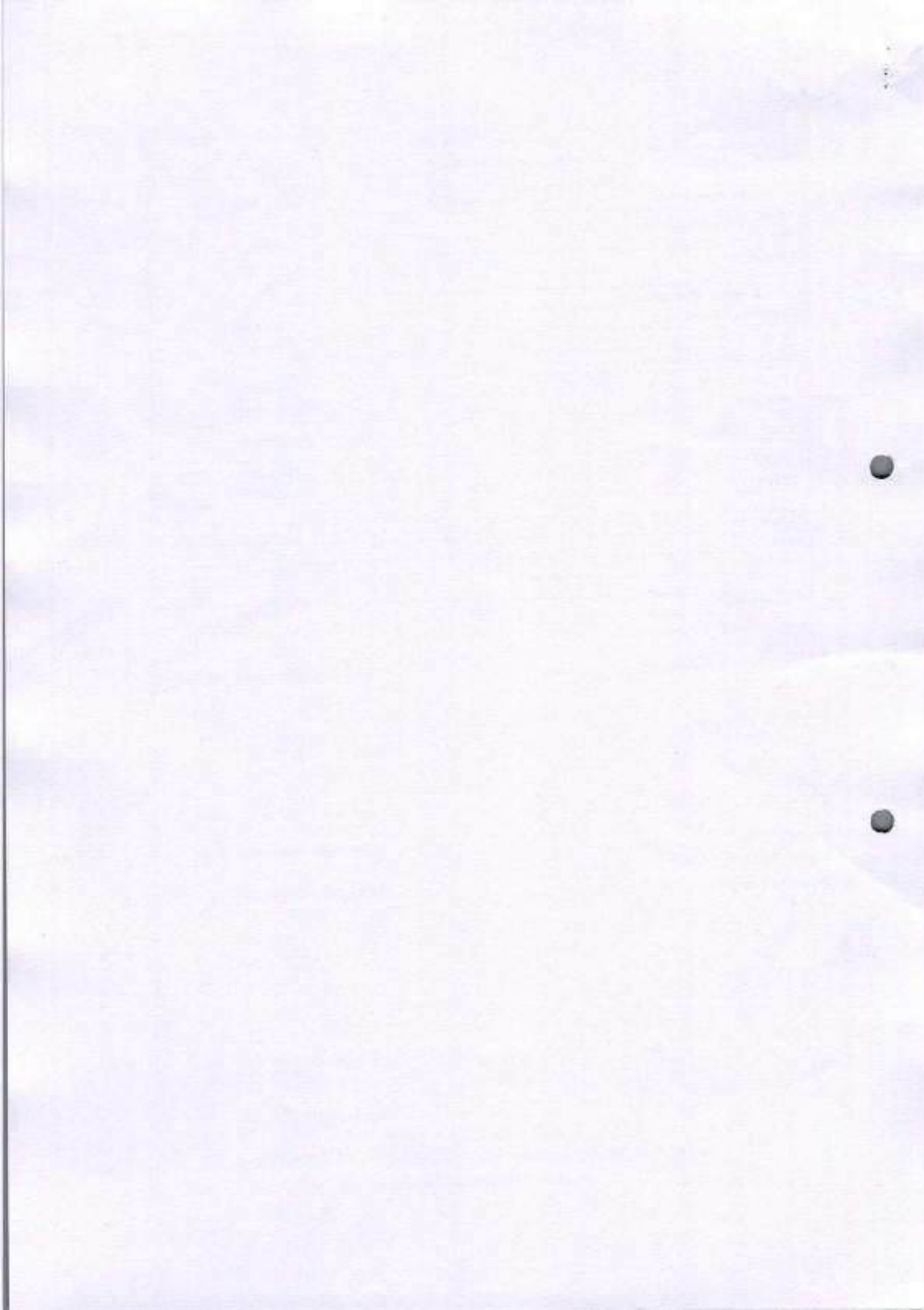
\_\_\_\_\_  
Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

\_\_\_\_\_  
Selvarameshkumar. P

Trainee Engineer





**OFFER LETTER**

---

Dear Sowdharshini P,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of *Associate Software Developer* with a consolidated pay of Rs. 3,31,884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). 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 will 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**

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 a 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 a weekly holiday. The office will be closed on the first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be 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



October 03, 2023

Ms Sowmya A  
Erode,  
Erode Dt  
Tamil Nadu - 638115

Email ID: sowmyaanand99@gmail.com

Dear Sowmya 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 will be communicated to you closer to your joining which will be after your course completion. 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 annual CTC will be **INR 2,59,320/- (Two Lakh Fifty Nine Thousand Three Hundred and Twenty only)** per annum which will include a night shift allowance of **INR 150/-** per work day and an Annual Loyalty Bonus of **INR 12,000/-** on completion of each year. On completion of six months of service, your annual CTC will be revised to **INR 2,83,320/- (Two Lakh Eighty Three Thousand Three Hundred and Twenty only)** per annum inclusive of the night shift allowance and the Annual Loyalty Bonus. 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

KGIS			
Salary Components	During Training	After Completion of 3 Months Training	On Completion of 6 Months
<b>A Fixed Components</b>			
BASIC	11047.00	11047.00	11047.00
HRA	932.00	2932.00	4869.00
Night Shift Allowances****	0.00	3000.00	3000.00
BONUS	920.00	920.00	920.00
<b>GROSS</b>	<b>12899.00</b>	<b>17899.00</b>	<b>19836.00</b>
<b>Less : Statutory Deduction (Employee)</b>			
1 ESI	97.00	112.00	126.00
2 PF	1436.00	1436.00	1436.00
<b>NET TAKE HOME</b>	<b>11366.00</b>	<b>16351.00</b>	<b>18274.00</b>
<b>B EMPLOYER CONTRIBUTIONS</b>			
1 ESI	419.00	484.00	547.00
2 PF	1556.00	1556.00	1556.00
3 Gratuity*	531.00	531.00	531.00
4 Insurance **	140.00	140.00	140.00
<b>CTC</b>	<b>15545.00</b>	<b>17610.00</b>	<b>19610.00</b>
<b>ANNUAL COMPONENTS</b>			
1 Yearly Loyalty Bonus***			12000
<b>Annual CTC</b>			<b>283320.00</b>

Notes:

1. Rate of Professional 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. \*\*\*\* Variable performance incentive of Rs.4,000/- will be paid after 6 months of service, subject to meeting Process - Specific Incentive Criteria.
7. \*\*\*\*\* 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

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

(Full name with signature)

No 365, KG Invicta Services Private Limited., KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641035, India.



## JOB OFFER LETTER

REF: INET/OFF/NEC256

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Srinesh,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.

Reg Off : 266/2, 2nd Floor, Opp. Pothys,  
Omair Main Road, Salem - 636 007.

Admin Off : 11, SKC Road, Near Hotel Aishwaryaa,  
Kaikolar Thottam, Erode - 638 001.

+91 9500 930 856

info@inetresource.in

www.inetresource.in



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



**Background Verification at time of commencement of Phase II – Train the Trainers**

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

**JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,

**Mr Ismail Bin Haneefa,**  
**Director**



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	14,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	1,000.00/-		
Gross Earnings (1)	15,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	13,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	1,000.00/-		
Gross Earnings (1)	14,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	12,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	1,000.00/-		
Gross Earnings (1)	13,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





Ref Code: ILM/CI/2024-2025/206

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Ms. Swarna S

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/206

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM / CI / 2024-2025 / 206

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/206

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.

ILM/CI/EML/24-25/003/1.0

Page 4 of 6





VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

## Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

2 messages

Thamseel Roman <thamseel33@gmail.com>  
To: vinoparkavi.d@nandhaengg.org

Thu, Apr 25, 2024 at 5:34 PM

----- Forwarded message -----

From: Phanindra R S &lt;Phanindra.RS@itcinfotech.com&gt;

Date: Sun, 8 Oct 2023, 9:18 pm

Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

To: thamseel33@gmail.com &lt;thamseel33@gmail.com&gt;

Dear Thamseel Ahamed S,  
ITCI/2024/CAM/1288  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"**

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.



Warm Regards,  
Phanindra R S  
Campus Recruitment Team  
ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies: If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at Information.Security@itcinfotech.com by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.

2 attachments

-  image001.png  
110K
-  image001.png  
110K

Thamseel Roman <thamseel33@gmail.com>  
To: vinoparkavi.d@nandhaengg.org

Tue, May 21, 2024 at 1:36 PM

----- Forwarded message -----

From: Thamseel Roman <thamseel33@gmail.com>  
Date: Mon, 9 Oct 2023, 9:27 am  
Subject: Re: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
To: Phanindra R S <Phanindra.RS@itcinfotech.com>

I accept the offer.  
(Quoted text hidden)

2 attachments

-  image001.png  
110K
-  image001.png  
110K





Ref Code: ILM/CI/2024-2025/206

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/206

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
<b>Breakup of the Compensation</b>		<b>Deductions</b>	
Basic + VDA	₹ 16,347	Professional Tax	₹ 0
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1

ILM/CI/EML/24-25/003/1.0

Page 6 of 6



Date: 20 May 2024

Mr THARUN M

S o muralivendan

5 110 thiruvalluvar nagar 2 cross kattiganapalli kattiganapalli krishnagiri tamilnadu635002 635002

Employee No: 3351045

Dear Mr THARUN M

### OFFER OF EMPLOYMENT

We are pleased to offer you employment in our Organization Teamlease Digital Pvt Ltd., (hereinafter "Teamlease" or "The Company"), as Customer Support subject to the following terms and conditions:

1. Your employment with Teamlease will involve deputation to our Client/s, where you will render services to our client, at their premises, subject to the terms and conditions mentioned below and in accordance to the instructions received by you from us or any other authorized person and you will be bound by our rules and regulations. Your date of Joining would be 20 May 2024. Your annual CTC would be Rs. 588000/- PerAnnum (Five Lakh Eighty Eight Thousand Rupee only PerAnnum)
2. Your deputation to our client/s may be extended from time to time, as decided by Teamlease for specified duration and location. During the tenure of your deputation, you will continue to be an employee of Teamlease and your compensation and applicable allowances shall be paid by the Company.
3. You hereby agree to be liable for the following terms and conditions:
  - Fully perform the services, in a professional manner, at the Client's location/s until the completion of the term of the work assignment/ deputation.
  - During the term of the work assignment, you shall render services exclusively to the Client, you are deputed to and in the discharge of your duties, and you shall not have any third party obligation, whatsoever.
  - During the term of your employment, you will be a whole-time employee of the Company and will neither seek nor accept to be employed or engaged in any manner whatsoever, directly or indirectly with any third party either in India or abroad, in any other trade, business, profession or any other employment part-time or full time anywhere, in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the Company in this respect shall be final and binding. Breach of this condition shall lead to termination of your services by the Company without any notice or compensation.
  - You shall not engage in any conduct which is detrimental to the interests of the Client or Teamlease.
  - You shall not receive payments of any nature directly or indirectly from the Client unless previously agreed to by Teamlease.
  - You shall neither directly nor indirectly accept offers for employment with the Client and/or its affiliates during the period of your work assignment without prior written permission from Teamlease.
  - You shall extend all cooperation to the Client's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively and efficiently discharge your work.
  - You shall during the course of your employment, you can be transferred to any location within the territory of India or outside India as and when required by Teamlease or its client for executing the services provided herein. Report and be present at the designated location during working hours and abide by the rules and regulations as required by the Client and Company.
  - You shall comply with the safety, health and other rules and regulations of the client establishment and Teamlease.
4. You agree to defend, indemnify and hold Teamlease or its Client/s harmless from any and all claims, damages, liability, attorneys fees, and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
5. You shall not engage in any act subversive of discipline in the course of your duty/s for the client within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company reserves the right to initiate disciplinary action as is deemed fit against you.

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Doc ID: TU8E53087EB9C



6. Any dispute between you and Teamlease shall be referred to a sole arbitrator appointed by Teamlease. The arbitration shall be conducted in the English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
7. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Teamlease to make all salary payments required to be made to you by Teamlease, which may include reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
8. You will be entitled to the employer's contribution to Provident Fund and ESI, if and as applicable, as amended by the Government, from time to time. All employees not covered under the ESIC Scheme shall be provided the benefits applicable under the Employees' Compensation Act in case of accidents arising out of and in the course of employment. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislation, Teamlease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
9. Proprietary & Confidential information, and Non-disclosures :
- You hereby acknowledge that by reason of your services with the Company and/or your deputation to its Client's, you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources.
  - Such information or documents received by you shall be deemed privileged, classified and confidential information. You shall not, other than with prior written consent of the client or Teamlease, during or after expiry of your employment or termination, disclose any confidential information directly or indirectly to any person, firm, company or third party and shall use such information only for the purposes of carrying out your work at the said client organization. The confidential information includes, but is not limited to, Teamlease or the client's business/ies, technical and non-technical information, research project, work in process, future developments, marketing, and customer support strategies; financial information including sales, costs, profits and pricing methods; internal organization, employee and/or customer lists and the client's technology including discoveries, trade secrets, inventions, research and development efforts; firmware, designs, schematics, techniques, manufacturing processes, hardware/software (regardless of media) design and maintenance tools, and hardware/software product know-how and show-how, and all derivatives, developments, improvements, and enhancements.
  - You shall not claim ownership to any of the work which was created or developed by you, partially or wholly, during the course of your deputation with the client's. Teamlease and/or its Clients, as the case may be, shall retain exclusive ownership and rights for work products resulting from the services rendered by you during your employment. Confidential information shall also include information marked 'Confidential' or 'Proprietary' or 'Classified'.
  - You shall not disclose, reproduce or use any confidential information for any purpose except solely in connection with your performance during the course of your employment/deployment and for no other purpose. Upon conclusion of your engagement by virtue of your resignation and its acceptance, or termination or project closure, you shall cease to use all confidential information and handover all copies of such information in whatever form, in your possession to the assigned representatives of the Client/Company.
10. You are expected to take proper care of the Client's/Company's properties/assets entrusted to you and/or to carry out your work. In the event of your resignation/termination, you are obliged to return all the company's assets such as access/ID cards, documents, machines, data, files, books, laptop, data card, mobile phone (if provided by the company) in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor, or any other person nominated by the client's management for this purpose.
11. Separation: In the event, you wish to leave the services of the Company, you will be required to give clear written notice of 30 days to the Company. You will be relieved from the services of the Company subject to your:
- a. Handing over the project and knowledge transfer to the client's assigned representative/s in respect of the assignments handled by you.
  - b. Obtaining a "No Objection Letter" from the client as a confirmation of your having complied with (a) above.
- You are bound to make good the loss suffered by the Company and/or Client and any other charges/liabilities the

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Company/client incurs if you fail to give such written notice and complete the handover within the prescribed time as mentioned hereinabove. Should exigencies of business so dictate, the Company may require you to serve the entire or part of the notice period as mentioned above.

12. The company reserves the right to have your background verified directly or through an outside agency. If, on such verification, it is found that you have furnished false/wrong information or concealed any material information; your services are liable to be terminated forthwith without any notice.

13. In addition to the terms of the appointment mentioned above, your employment will also be governed by the standard employment rules of the Company. The combined rules and regulations contained in this letter and communicated to you through any associate policy handbook shall constitute the standard employment rules. You are required to read both of them in conjunction.

14. Addresses for communication: The address for service of notice and other official communication to the Company shall be the address of the Registered Office of the Company. The address of communication for service of notice and other official communication is the address set out as above and your present residential address, as per our records. In the event there is a change in your address, you shall inform the same in writing to the Company. The address last furnished by you shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

15. Female employees shall be entitled to maternity benefit in accordance with the Maternity Benefit Act 1961

16. Gratuity will be paid as per Gratuity under POG Act.

17. In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training and successfully completing the training programme, after evaluation, is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link: <https://connect.teamlease.com/Learning>

(Navigate to Learning > Courses > POSH Mandatory Module and View the Video completely)

(Navigate to Learning > Courses > POSH Mandatory Module > Q&A and Feedback to complete the Course and assessment)

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

18. You are requested to submit attested photocopies of the following documents:

- Education Certificates - Mark Sheet and Degree / University Certificates of 10th Std, 12th Std, Bachelor's Master's Degree
- Appointment / Salary Revision / Experience / Relieving letter of previous employers
- Last 3 months' payslips
- Photo ID Proof, Address Proof, Date of Birth Proof
- Copy of resume
- Passport Copy, PAN Card Copy, Aadhar Card Copy
- Previous UAN No.
- Passport size photographs

We at Teamlease would like to create an environment and culture committed to co-operation, quality, and responsiveness that permeates every activity. As a new entrant, we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy signifying your consent for having read, agreed, fully understood, and accepted the terms and conditions of

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appointment. Please send in the signed acknowledgment to our Bangalore Address, mentioned below. In the event, we do not receive your acknowledgment copy within a period of 15 days from the date of joining; your assignment at Teamlease with the acceptance of your first salary from Teamlease will be conclusive proof of your acceptance in accordance with terms and conditions.

Teamlease neither accepts any consideration in the form of cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event, you have paid any such amount to any employee, officer, representative of Teamlease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the numbers provided to you.

Wish you all the best.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For Teamlease Digital Pvt Ltd

Accepted and Agreed



Sunil Chemmankotil

(Authorized Signatory)

Signature and date:  
Name: THARUN M



**Salary Annexure**

Employee No: 3351045

Particulars	Amounts
Basic	235200
House Rent Allowance	117600
Special Allowance	198336
Employer PF Contribution	21600
PF Service Charges	1800
Statutory Bonus	12648
Employee Compensation	816
Total Amount	588000
Amount In Words(Rs)	Five Lakh Eighty Eight Thousand Rupees

Particulars	Amount
Basic	19600
House Rent Allowance	9800
Special Allowance	16528
Employer PF Contribution	1800
PF Service Charges	150
Statutory Bonus	1054
Employee Compensation	68
Total Amount	49000
Amount In Words(Rs)	Forty Nine Thousand Rupees

**Net Pay Annexure**

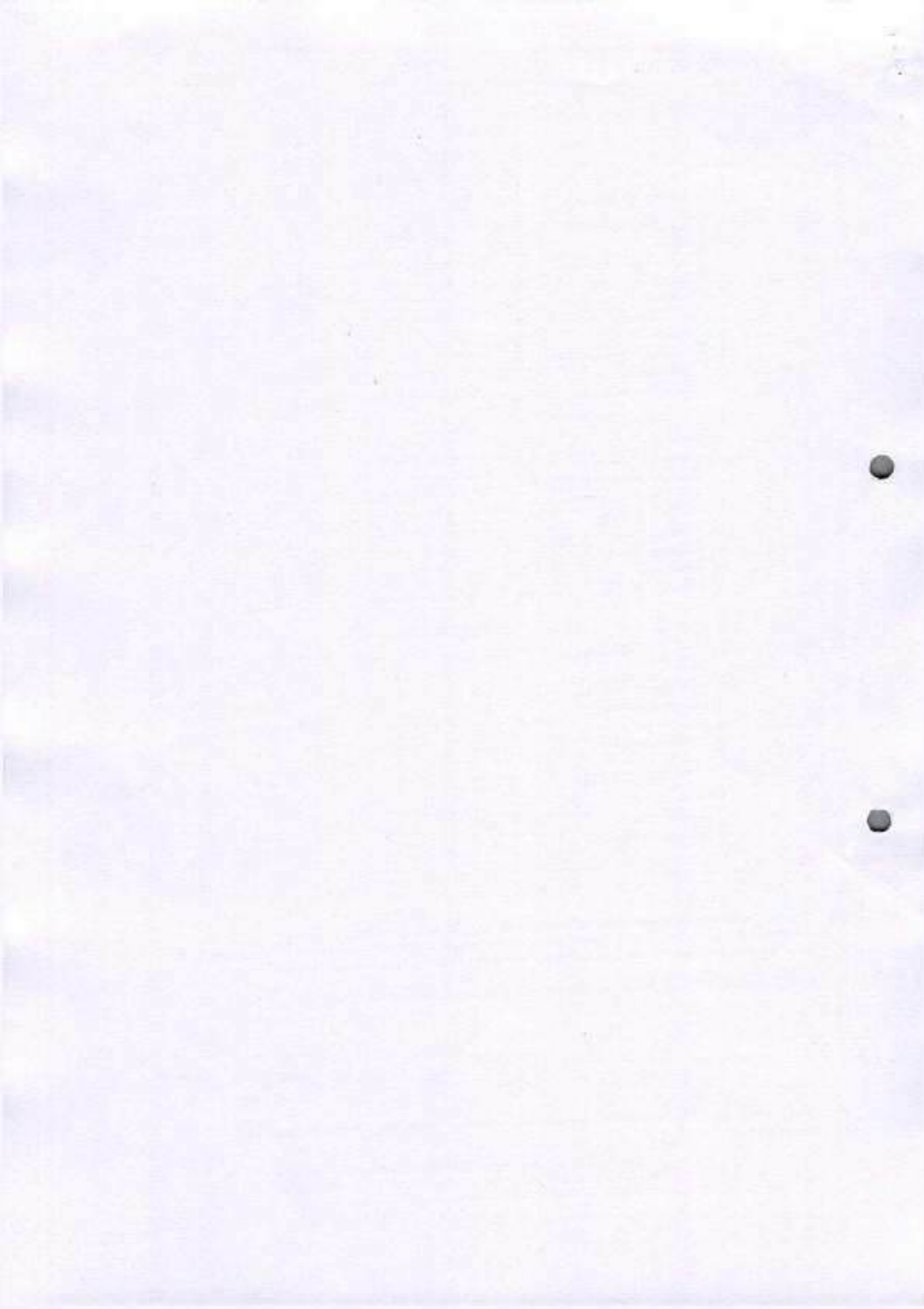
EARNINGS	
	Amount
Basic	19600
House Rent Allowance	9800
Special Allowance	16528
Statutory Bonus	1054
<b>Gross Earnings</b>	<b>46982</b>
DEDUCTIONS *	
	Amount
Employee LWF	31
Employee PF	1800
<b>Total Deduction</b>	<b>1831</b>
<b>Net Salary</b>	<b>45151</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

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## Subject: Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch



Trisha Veekatesh prasad <trishav211@gmail.com>  
to:pravin2019@nagar

Sat, Mar 9, 11:56 AM



----- Forwarded message -----

From: R Thirasa <trishav211@gmail.com>  
Date: Sat, Mar 16, 2024, 11:11 AM  
Subject: Fwd: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
To: <trishav211@gmail.com>

----- Forwarded message -----

From: Phanindra R S <Phanindra.RS@infotech.com>  
Date: Sun, Oct 6, 2023, 9:16 PM  
Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
To: <trishav211@gmail.com> <trishav211@gmail.com>

Dear Thirasa R,  
ITC/2024/CAM/1286  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions:-

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation based business requirements)

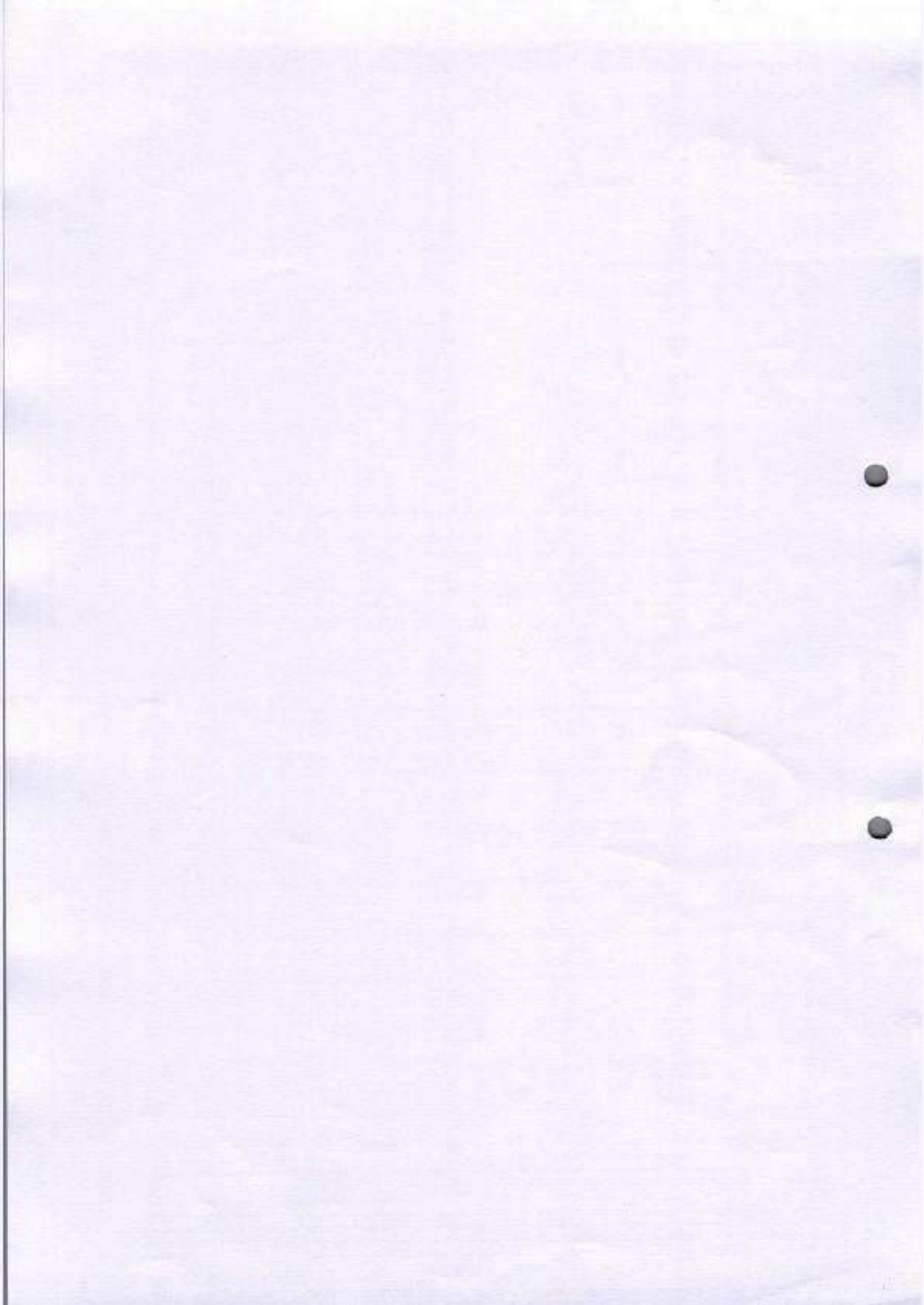
- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 80% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer structure and conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch".**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**

Warm Regards,  
Phanindra R S  
Campus Recruitment Team  
ITC Infotech India Ltd

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VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

**Fwd: ITC Infotech Ltd - Letter of Intent Acceptance Confirmation**

1 message

Trisha Venkatesh prasad <trishavv2311@gmail.com>  
To: "vinoparkavi.d@nandhaengg.org" <vinoparkavi.d@nandhaengg.org>

Tue, Feb 6, 2024 at 4:10 PM

----- Forwarded message -----

From: Phanindra R S <Phanindra.RS@itcinfotech.com>  
Date: Tue, Oct 10, 2023, 3:38 PM  
Subject: ITC Infotech Ltd - Letter of Intent Acceptance Confirmation  
To: trishavv2311@gmail.com <trishavv2311@gmail.com>

Dear **TRISHA V**,  
ITCI/2024/CAM/1284  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

In continuation to your Final Selection at ITC Infotech we further request you to kindly confirm your LOI Acceptance through the MS Form Link below.

MS Form Link: <https://forms.office.com/Pages/ResponsePage.aspx?id=3owvYrUHFk2rKm3Aw6ZuNV20-2LOTzZCn1vBi1mu3T5UREJZWDlyVTVD1hVMkiRU0g1NzRQU005US4u>

**Note: Kindly mark your acceptance on or before 13th October 2023, 3PM IST. We will not be accepting any requests post the deadline mentioned.**

Regards,

Phanindra R S

Campus Recruitment Team |Talent Management

ITC Infotech India Limited

Visit: <https://www.itcinfotech.com/about-us/>

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**2 attachments**



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97K



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97K



152

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**OFFER LETTER**

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Dear Vanishree B,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of *Associate Software Developer* with a consolidated pay of Rs. 3,31,884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). 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 will 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**

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 a different time zone as required in the assigned project which will be communicated by your manager.

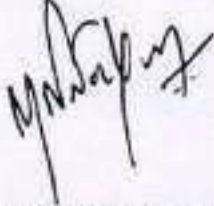
The office will be functioning 5 days a week beginning on Monday. Sunday will be a weekly holiday. The office will be closed on the first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be the option chosen at the beginning of the calendar year.

**Joining Date**

Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory





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**OFFER LETTER**

---

Dear Venkatesh S,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of *Associate Software Developer* with a consolidated pay of Rs. 3,31,884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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The office will be functioning 5 days a week beginning on Monday. Sunday will be a weekly holiday. The office will be closed on the first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be the option chosen at the beginning of the calendar year.

---

**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

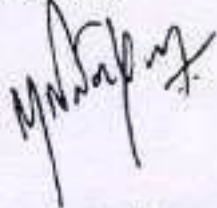
CIN U72900TN2018PTC126579  
PAN AAGCV7368H  
GSTIN 33AAGCV7368H12Z

**Joining Date**

Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory





VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

**Fwd: ITC Infotech Ltd - Letter of Intent Acceptance Confirmation**

2 messages



Vignesh Vickyle &lt;svigneshvignesh113@gmail.com&gt;

To: "vinoparkavi.d@nandhaengg.org" &lt;vinoparkavi.d@nandhaengg.org&gt;

Wed, Feb 7, 2024 at 10:42 AM

Forwarded message

From: Phanindra R S &lt;Phanindra.RS@itcinfotech.com&gt;

Date: Tue, Oct 10, 2023, 15:38

Subject: ITC Infotech Ltd - Letter of Intent Acceptance Confirmation

To: svigneshvignesh113@gmail.com &lt;svigneshvignesh113@gmail.com&gt;

Dear Vignesh Sudalaimani,  
ITCI/2024/CAM/1281  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

In continuation to your Final Selection at ITC Infotech we further request you to kindly confirm your LOI Acceptance through the MS Form Link below.

MS Form Link: <https://forms.office.com/Pages/ResponsePage.aspx?id=3owvYrUHFk2rKm3Aw6ZuNV20-2LOTzCn1vBi1mu3T5UREJZWDlyvTVDR1hVMktRU0g1NzRQU005US4u>

Note: Kindly mark your acceptance on or before 13th October 2023, 3PM IST. We will not be accepting any requests post the deadline mentioned.

Regards,

Phanindra R S

Campus Recruitment Team |Talent Management

ITC Infotech India Limited

Visit: <https://www.itcinfotech.com/about-us/>

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2 attachments



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Vignesh Vickyie <svigneshsvignesh113@gmail.com>  
To: vinoparkavi.d@nandhaengg.org

Wed, May 22, 2024 at 10:37 AM

[Quoted text hidden]

2 attachments

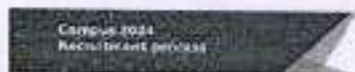


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## **JOB OFFER LETTER**

REF: INET/OFF/NEC257

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Vijayanand,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### **PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





Background Verification at time of commencement of Phase II – Train the Trainers

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,

**Mr Ismail Bin Haneefa,  
Director**



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.

Reg Off : 266/2, 2nd Floor, Opp. Pothys,  
Omalur Main Road, Salem - 636 007.

Admin Off : 11, SKC Road, Near Hotel Aishwaryaa,  
Kaikolar Thottam, Erode - 638 001.

+91 9500 930 856 ☎

info@inetresource.in ✉

www.inetresource.in 🌐





Ref Code: ILM/CI/2024-2025/207

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Ms. Vijitha N

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM / CI / 2024-2025 / 207

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM / CI / 2024-2025 / 207

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Ms. Vijitha N

Date: 07-02-2024

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Ref Code: ILM/CI/2024-2025/207

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### Personal Growth

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Ref Code: ILM/CI/2024-2025/207

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/207

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM / CI / 2024-2025 / 207

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/207

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
<b>Breakup of the Compensation</b>	
Basic+ VDA	₹ 16,347
Special Allowance	₹ 860
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
<b>Deductions</b>	
Professional Tax	₹ 0
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	₹ 15,277
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. (Between ₹ 300/- & ₹ 2000/- per month)	

ILM/E/023/1.1

ILM/CI/EML/24-25/003/1.0

Page 6 of 6



**OFFER LETTER**

**TO**

**KARTHICK PANDI**

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.

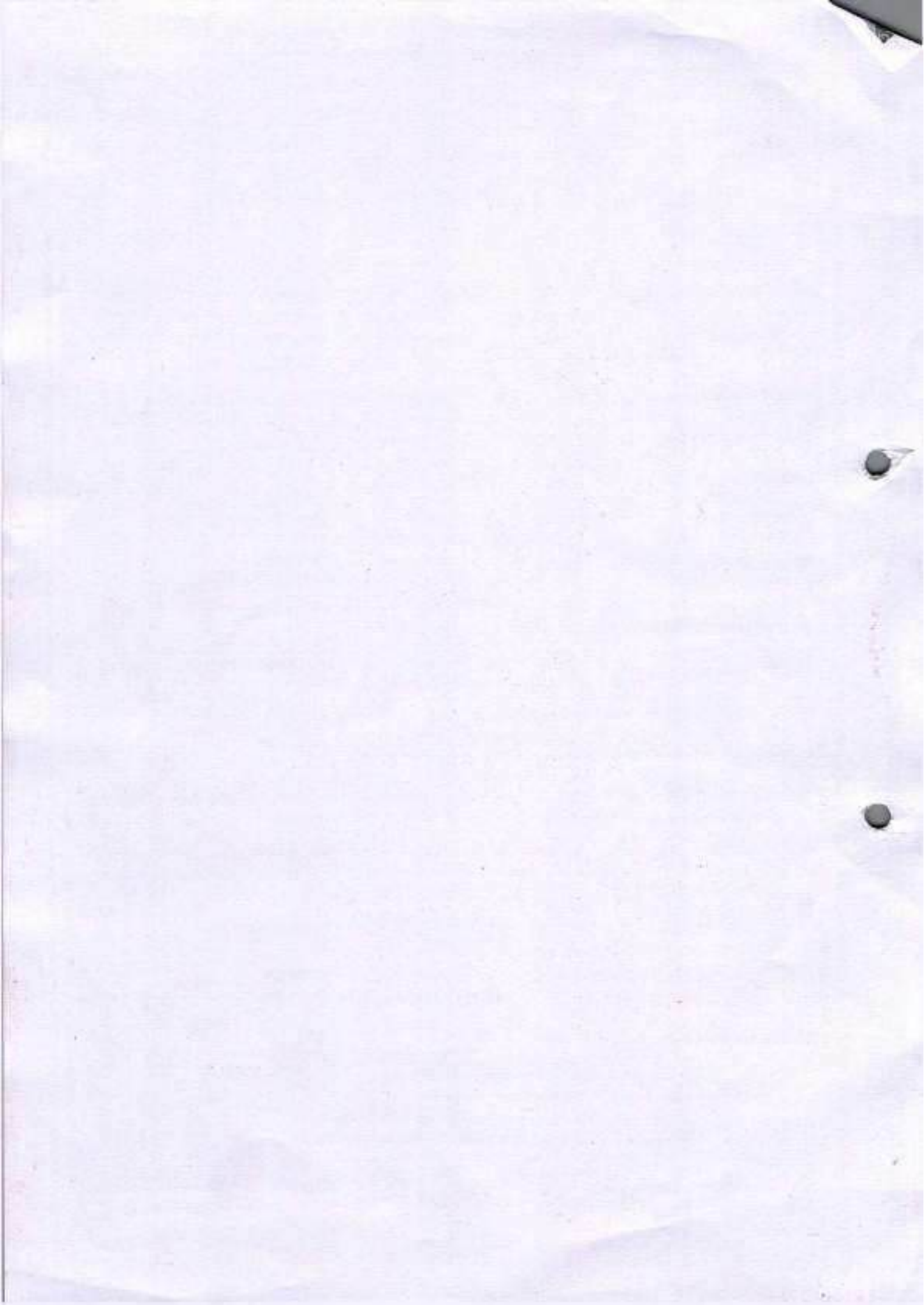
On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPEMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

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 - 5)
- 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.





## **JOB OFFER LETTER**

REF: INET/OFF/NEC255

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear Sathya,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **“English Language & Life Skill Trainer”** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### **PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
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- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
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- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.

### **FINANCIAL DEVELOPMENT**

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### **OUR REQUIREMENTS**

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational
- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



Background Verification at time of commencement of Phase II – Train the Trainers

- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

**JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**

**i2Net**

**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>
CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>
CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





02.02.2024

**Mr. Arunraja R**

**Sub: Offer Letter**

**Dear Arunraja 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 blue ink, appearing to read "S.K.", is positioned above the name of the signatory.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**



02.02.2024

**Mr. Harish J**

**Sub: Offer Letter**

**Dear Harish J**

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.", is positioned above the typed name.

**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





02.02.2024

**Mr. Logesh S**

**Sub: Offer Letter**

**Dear Logesh 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.

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**Samit Kumar Kapat**

**Branch Manager-Bangalore**

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Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



02.02.2024

**Mr. Naveenkumar V**

**Sub: Offer Letter**

**Dear Naveenkumar V**

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.", is positioned above the printed name.

**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





02.02.2024

**Mr. Rahul R**

**Sub: Offer Letter**

**Dear Rahul 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.

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**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



02.02.2024

**Mr. Ramnath K**

**Sub: Offer Letter**

**Dear Ramnath 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 read "S.K.", is positioned above the typed name.

**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





02.02.2024

**Mr. Rudhish S**

**Sub: Offer Letter**

**Dear Rudhish 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,

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**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



02.02.2024

**Mr. Sanjai kumar S**

**Sub: Offer Letter**

**Dear Sanjai kumar 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,

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**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





02.02.2024

**Mr. Santhosh D**

**Sub: Offer Letter**

**Dear Santhosh D**

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,

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**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



02.02.2024

**Mr. Saravanaperumal P**

**Sub: Offer Letter**

**Dear Saravanaperumal 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.", is positioned above the printed name.

**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





02.02.2024

**Mr. Shiyam kavi V**

**Sub: Offer Letter**

**Dear Shiyam kavi V**

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.", is positioned above the printed name.

**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



02.02.2024

**Mr. Snehan D J**

**Sub: Offer Letter**

**Dear Snehan D J**

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.", is positioned above the typed name.

**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





02.02.2024

**Mr. Sugumar K**

**Sub: Offer Letter**

**Dear Sugumar 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 read "S.K.", is positioned above the printed name.

**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



02.02.2024

**Mr. Surya S**

**Sub: Offer Letter**

**Dear Surya 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 read "S.K.", is positioned above the typed name.

**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





02.02.2024

**Ms. Swetha R**

**Sub: Offer Letter**

**Dear Swetha 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.", is positioned above the typed name.

**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



02.02.2024

**Ms. Brintha A**

**Sub: Offer Letter**

**Dear Brintha A**

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.", is positioned above the printed name.

**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





02.02.2024

**Ms. Sarunima A**

**Sub: Offer Letter**

**Dear Sarunima A**

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 blue ink, appearing to read "S.K.", written over a light blue circular stamp.

**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



02.02.2024

**Ms. Sowmiya S**

**Sub: Offer Letter**

**Dear Sowmiya 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 read "S.K.", is positioned above the printed name.

**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







05/11/2024

Kannan S  
3 35 VELLIYAM PALAYAM, P. OLAPALAYAM(POST) , PERUNDURAI.  
Erode,Tamil Nadu,638001,

Contact No: +919361042602  
Personal Email: s.kannan2youth@gmail.com

**Re: Employment Offer for the Position of: Trainee Software Engineer**

Dear Kannan S:

With reference to your application and the subsequent interview(s) you had with us, we are pleased to make this offer to you for the position of **Trainee Software Engineer** at Grasko Solutions Private Limited (the "Employer") subject to the following terms and conditions:

- 1. Position.** You will be offered the position of **Trainee Software Engineer** in the Employer. While serving the Employer in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.
- 2. Date of Joining.** As per our discussion, you will join the Employer on **11 November 2024**, or another mutually agreed upon date, at the Employer's primary place of work located at #29, 29th Main Road BTM Layout 2nd Stage Bangalore, KA 560076.
- 3. Annual Compensation.** You shall be paid an annual compensation of ₹ **180,000/- (One Lakh Eighty Thousand Only)** per annum. The compensation will be subject to applicable taxes and will be paid to you after the deduction of income tax and other applicable taxes at the source. The compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Employer's policy maintaining the strictest confidentiality of the compensation you receive from the Employer.
- 4. Duties.** You will perform duties and services as required in relation to the affairs of the Employer as may be assigned to you from time to time. During the term of your employment with the Employer, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavors to promote the business interest of the Employer, (c) devote your full time, attention, and efforts to serve the Employer, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Employer or conflicts with your duties to the Employer.
- 5. Working Hours.** Your standard working hours will be 9:00 AM to 6:30 PM, Monday through Friday, which may vary over the course of your career. The Employer may, from





time to time, subject to applicable laws, require you to work beyond these hours. Additionally, the Employer may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Employer to accommodate such staggered shifts.

6. **Probation.** You shall be on probation for a period of six (6) months from the date of joining the Employer. On completion of such tenure, your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. In such an event, the Employer reserves the right to extend your above-mentioned probationary period by an additional two months. Please note that a confirmation letter will not be issued to you upon completion of the six-month probationary period.
7. **Leave.** You are entitled to leave as per the company HR policy.
  - a. Sick Leave (SL): Sick leave will be a maximum of 5 days a year. Sick leave will accrue pro-rata at the calendar half year mark. and granted by their respective manager/management against valid proof. Any leave beyond this will be deducted from the earned leave or leave without pay. Sick leave will be carried forward year to year.
  - b. Earned Leave (EL): Earned leave will be 10 days for a calendar year. Earned leave will accrue pro-rata Quarterly, during the calendar year. Prefixed and suffixed holidays are not accounted for Earned Leave. Earned leave can be carried forward year to year. You will be eligible for Earned Leave only after 1 year of completion of your employment with the Company.
  - c. The Employer reserves the right to change this Leave policy from time to time.
8. **Provident Fund & Gratuity Plans.** You will participate in the Employer's Provident Fund and Gratuity Plans as may be applicable in the Employer.
9. **Notice Period; Termination.** After confirmation of your service at the Employer, the contract of employment is terminable by either the Employer or by you, by giving three (3) months' notice in writing to the other, without assigning any reasons thereof. The Employer reserves the right to pay or recover from you, three months gross compensation, in lieu of the notice period. However, the Employer retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service, or any policy of the Employer. If termination is initiated by you, the Employer may, at its discretion, relieve you from a date it deems fit, at any time before the expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period. During the notice period, however, you shall cooperate with the Employer in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues. The Employer may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged



and prima facie established through preliminary internal inquiry (to be completed within 30 days of the date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the firms policy and local laws) or (iii) other act that threatens or likely to damage Employer's reputation. We also expect that you voluntarily disclose details of any of the above acts to the Employer at the time of joining or during your employment with the Employer, as applicable, based on which the Employer may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

10. **Background Verification.** Your employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Employer, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials, and criminal records, etc. Any claim(s)/statements made by you at the time of application that is not supported by the above documents make your appointment liable to cancellation and our offer withdrawn without any notice or compensation.
11. **Employment Agreement.** Your employment with the Employer will be governed by the terms and conditions as detailed in Annexure C, as well as any and all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time.





We welcome you to Grasko Solutions Private Limited and look forward to a long and fruitful relationship. You are requested to sign your name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the terms and conditions.

GRASKO SOLUTIONS PRIVATE LIMITED  
Jagadish Siddappa



Authorized Signatory

Please acknowledge your acceptance of these terms and conditions of employment by signing this letter and submitting the same to us for the Employer's records.

I hereby accept the offer and terms and conditions of employment set forth.

Full Name: **Kannan S**

Signature: *KANNAN*

Date: 05/11/2024



## Annexure A

<b>Kannan S,            Trainee Software Engineer            Bangalore            ₹180,000/- (One Lakh Eighty Thousand Only)</b>			
Section	Description	Monthly CTC	Annual CTC
A	Basic	4,950	59,400
	DA	2,550	30,600
	HRA	1,560	18,720
	Medical	1,200	14,400
	Conveyance	1,200	14,400
	CCA	1,200	14,400
	Other Allowance	1,046	12,555
B			
	Employer PF	468	5,616
	Employer ESI	451	5,409
	Gratuity	375	4,500
(A+B)	Cost to Company	15,000	180,000





## Annexure B

### CHECKLIST FOR THE STANDARD INFORMATION REQUIRED

SI No.	Category	Specification
1	Education Qualification	<ol style="list-style-type: none"> <li>1. Copies of mark sheets / Grade cards from 10th Standard onwards</li> <li>2. Copies of School certificate / Graduation / Post Graduation certificates (photocopy of both sides of the certificate as the reverse side has some information on university which will be useful for verification)</li> <li>3. Name &amp; Address of College, University, Private Institute where Graduation/Post Graduation completed</li> </ol>
2	Professional Qualification	<ol style="list-style-type: none"> <li>1. Name &amp; Address of Institute where Certificate completed.</li> <li>2. Copies of Transcript, Certificates &amp; Score sheets</li> </ol>
3	Employment Details	<ol style="list-style-type: none"> <li>1. Supporting documents pertaining to employment for all organizations</li> <li>2. (Relieving letter; Experience certificate; Salary certificate/payslip for 3 months)</li> <li>3. Duration of Employment &amp; Salary details &amp; Increment letters</li> <li>4. 2 reference of each company with contact phone and designation.</li> <li>5. Bank statement for last 3 months (i.e., your salary crediting account)</li> </ol>
4	Other Details	<ol style="list-style-type: none"> <li>1. Form 16</li> <li>2. Passport Copy</li> <li>3. 3 Passport size photographs</li> <li>4. Proof of address (For Bank account)</li> <li>5. Copy of PAN Card (For Bank account)</li> </ol>



## Annexure C

In consideration of my employment by Grasko Solutions Private Limited, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at #29, 29th Main Road, BTM Layout 2nd Stage, Bengaluru - 560076, Karnataka, India (the "Employer") as **Trainee Software Engineer** and other valuable consideration, I acknowledge and agree that:

### PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restricts or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property right obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming and serving as a **Trainee Software Engineer** of the Employer.

### PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any proceedings during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the HR Department of the Employer. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my Employment, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Employer Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Employer Entity*.





5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior written consent, and any of the *Employer Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Employer Entities* for any legal defense cost and/or damages related to any such claim.
  
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
  
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Employer Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Employer Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Employer Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Employer Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Employer Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violations of this provision.
  
8. **Authorization to Access Systems and Electronic Communications and use of Employer Property.**
  - a. I understand that while employed with a *Employer Entity*, I will use and have access to *Systems*. I also acknowledge that a *Employer Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Employer Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either business or personal purpose.
  
  - b. I agree that I am authorized to access the *Systems* only for approved business



purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Employer Property*.

- c. I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Employer Property* for a competitor of a *Employer Entity*, transmitting *Employer Entity* to me (e.g. emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Employer Entity*. I am not authorized to download a *Employer Entity's Confidential Information* or other *Employer Property* to removable media such as CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Employer Entity*.
  - d. I will be responsible for the safe keeping and return in good condition and order of all the *Employer Property* that may be in my use, custody, care or charge. For the loss of any *Employer Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.
9. **Security.** I am provided with a worktable and storage space. I will ensure that they are locked when unattended. I am required to verify my identity to the appropriate security personnel on demand and at all times within the office premises.

#### 10. Ownership of Works.

- a. I agree that the Employer owns all rights, title and interest in and to all *Works*.
- b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable jurisdiction, and all Intellectual Property Rights therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be made work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.
- c. I will at all times, even after termination of *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and





otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademarks registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*. I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer. In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, or any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

- d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Employer Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of this clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Employer Entities*.
- e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings, code, and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

**11. Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations and Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Employer Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations or Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations or Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create



derivative works of and otherwise exploit such *Pre-existing Creations or Personal Creations* for any purpose including, but not limited to, client engagements.

- 12. Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Employer Entity*, my solicitation or serving of certain clients related to my work for a *Employer Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Employer Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Employer Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Employer Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Employer Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Employer Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Employer Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Employer Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Employer Entity* to cease providing services to, with, or on behalf of the *Employer Entity*.
- 14. Post-Employment Restrictions re: Employer Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Employer Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Employer Property*; (c) I will immediately deliver to a *Employer Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Employer Entity*, any *Employer Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Employer Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Employer Property* resides on such computers and to permit a *Employer Entity* to remove such *Employer Property*.
- 15. No Disparaging Comments.** Upon termination of this Employment Agreement for any reason, Employee agrees not to publicly disparage or provide derogatory comments about Employer, its clients, partners, customers, officers, employees, and business methods.





## OTHER POST-EMPLOYMENT OBLIGATIONS

16. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Employer Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Employer Entity* in connection with any threat of or actual legal proceeding against a *Employer Entity* or any client, customer or licensor of a *Employer Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
17. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Employer Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
18. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 13, and 14 of this Employment Agreement.

## OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

19. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 13, or 14 would cause irreparable harm to the *Employer Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Employer Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Employer Entity* will be entitled to the payment of the *Employer Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 13, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 13.
20. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in



connection with such breach during the two years following the termination of my *Employment* for any reason.

- 21. Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 13, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 22. Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 13. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.
- 23. Wrongful Use of Employer's Name.** After termination of employment with Employer, Employee will not indicate on any stationery, business card or advertising, solicitation, or other business materials that he or she is or was formerly an employee of Employer or any division or subsidiary of *Employer*, except in the bona fide submission of resumes and the filling out of applications in the course of seeking employment.

## MISCELLANEOUS

- 24. Scope and Duration.** This Employment Agreement will be binding throughout the term of Employee's employment with Employer, irrespective of what title or position Employee may subsequently hold by way of promotion, transfer, or reassignment. This Employment Agreement also will remain in full force and effect for such additional time thereafter as is necessary to assure compliance with the non-disclosure, non-competition, and non-solicitation provisions of this Employment Agreement, which are binding after the termination of Employee's employment.
- 25. Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [BENGALURU: Bengaluru, Karnataka, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is





located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

26. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
27. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.
28. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance, is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
29. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
30. **Employee's Consent to Use of His or Her Name, Picture, and Image.** Employee hereby consents to the use and publication, without further consideration, of his or her name, picture, and image in training materials and other materials relating to Employer's business, regardless of whether such use or publication is in the form of printed matter, photographs, audio tape, video tape, computer disk, electronic transmission, or otherwise. Such consent applies to both the use and publication of such items during Employee's employment with Employer and during a reasonable time thereafter, such reasonable time thereafter to depend upon the nature of the use.
31. **Exit Interview.** Prior to the termination of Employee's employment with Employer, and as a condition to receiving any discretionary bonus check, severance payment, or other compensation, Employer will conduct an exit interview with Employee and will sign a terminal acknowledgement.



**32. Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other Employer Entity with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a Employer Entity and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my Employment, this Employment Agreement will control.**Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 28 and in Paragraphs 4, 5, 8, 10, 11, 12, 13, 14, 16, 17, 18, and 22 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any Employer Entity in connection with my transfer to that Employer Entity or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any Employer Entity to which I may be transferred during my Employment, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 33 shall be null and void.

**33. Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

GRASKO SOLUTIONS PRIVATE LIMITED  
Jagadish Siddappa





Authorized Signatory

Effective as of 05/11/2024, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature : *KANNAN*

Name: Kannan S



## EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Employer Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Employer Entity* or provides the *Employer Entities* with a competitive advantage, (2) consists of *Personally Identifiable Information (PII)* or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers, patients, or others which the Employer or another *Employer Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Employer Entity* by clients and other third parties. Confidential Information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. Confidential Information also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Employer Entity** – the Employer, Grasko Solutions Private Limited, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Grasko Solutions Private Limited, including but not limited to Grasko Solutions Private Limited subsidiaries in India, Kanrad Technologies Private Limited or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Employer Property** – *Confidential Information, Systems*, equipment, debit and credit cards issued in connection with my Employment, furniture, facilities and any and all other materials owned, licensed or leased by a *Employer Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.





**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a Employer Entity pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, source code, algorithms, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in *Intellectual Property*.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Employer Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works of a Employer Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Employer Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Employer Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Employer Entity*, and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as SSN)
- Name\*



- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\*Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my Employment (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or other professional bodies such as HITRUST and HIPAA (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Employer Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, instant messaging, local area network, wide area network, Intranet, Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the





period of my Employment that (1) is created within the scope of my Employment; (2) relates in any manner to the actual or anticipated business, research, or development of a Employer Entity; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of Employer Property.



## EXHIBIT B

### ***Pre-existing Creations; Pre-existing Agreements or Arrangements***

[none, unless otherwise specified]

**ACCEPTED AND AGREED TO:  
GRASKO SOLUTIONS PRIVATE LIMITED**

**Jagadish Siddappa**

A circular blue stamp with the text "Grasko Solutions Pvt. Ltd." around the top edge and "Bangalore" in the center. A handwritten signature in black ink is written over the stamp.

**Authorized Signatory**

Date:05/11/2024

An *Authorized Signatory's* signature is required only if *Pre-existing Creations or Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Employer Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.





## EXHIBIT C

### ***Proceedings***

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature: *KANNAN*

Name : Kannan S

Date : 05/11/2024



## Terms and Conditions of Service

In continuation to our offer of employment with Grasko Solutions Private Limited (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in Exhibit A of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

1. **Non Disclosure, Non Solicit, and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**. You will be expected to sign the Employer's Employment Agreement. Please contact Employer for further details.
2. **Harassment**. Employer is committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you in Employer's handbook.
3. **Retirement Age**. As per the Company's extant policy, the retirement age of the employee is 60 years. The Company reserves the right to alter this policy from time to time.
4. **Transfers**. Your initial place of posting will be Bangalore. The Employer reserves the right to transfer you to any other location and/or to any other entity affiliated or associated with the Employer from time to time.
5. **Misconduct**. Misconduct may include but is not limited to:
  - a. Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
  - b. Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
  - c. Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
  - d. Falsification or manipulation of time and expense forms.
  - e. Knowingly providing false statements, either verbally or in written form.
  - f. Neglect of normal duties and functions.
  - g. Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing





- games at your workstation, etc.
- h. Continued discharge of work functions that do not meet the standards reasonably expected.
  - i. Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any Confidential Information or PII.
  - j. Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
  - k. Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Employer Entity* or its clients.
  - l. Engaging in any illegal activities.
  - m. Workplace violence, including threats of physical violence.
  - n. Corporate credit card delinquencies.
  - o. Causing damage to the property of the Employer, any *Employer Entity*, its clients, or their respective personnel
  - p. Going on or abetting a strike in contravention of any law.
  - q. Theft of any property belonging to another, the Employer or any *Employer Entity*, or their respective personnel, clients, or visitors
  - r. Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Employer Entity* sponsored event.
  - s. Corruption, fraud, or misappropriation of funds.
  - t. Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Employer Entity* as applicable.
  - u. Excessive personal use of the Employer's telephone, fax or computer systems.
  - v. Failure to adhere to applicable laws.
  - w. Any act prejudicial to or in conflict with the interests of the Employer or a *Employer Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be notified to employees for reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.



I accept all terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature: *KANNAN*

Name : Kannan S

Date : 05/11/2024



## Employment Offer Letter

30 Aug 2024

**Ms. Srimathi Nandhakumar**  
Erode  
Tamil Nadu  
India

Dear Srimathi,

Thank You for exploring career with us. Yethi Consulting takes great pleasure in offering you the position of "Trainee Test Analyst".

This offer is based on your profile, relevant work experience and performance in the selection processes. Where we hope you will enjoy your role and make significant contribution to the success of our organization.

The main terms and conditions of your employment will be as follows -

- 1) **Remuneration** - You will receive a total compensation package of **Rs 3,20,000/- (Rs Three Lakh and Twenty Thousand Only)** per annum. The breakup of the compensation and benefits applicable to you is as per annexure A of this offer letter. As mutually agreed, you will be on employment bond for Three (3) Years with Yethi.

The details of our offer are mentioned below:

Pay Components	Amount in INR.
Fixed Pay	3,20,000.00
Annual CTC	3,20,000.00

\*Please find CTC break up in Annexure A of this letter.

- 2) **Probation** - You will be on probation for a period of six (6) months from the date of joining. Your employment will be confirmed upon successful completion of the probation period. The management may decide to extend the period of probation, confirm or terminate your employment, depending on the work performance.
- 3) **Working Hours** - Your official core minimum working hours are 09.30 am to 6.30 pm. The Company will be working Five (5) days a week; however, you will follow the Client working days, Holidays and Timing for whichever project you are deployed to. You will be expected to attend office - except while travelling on business – as assigned to you by your supervisors and as per applicable laws in force, for a minimum of 9 hours a day. However, based on business requirements you will have to spend additional time as and when necessary to accomplish certain task. Weekly offs will be governed as per applicable regulations & Company's policies.
- 4) **Separation of Services** – The notice period in case of separation from the Company, shall be **three (3) months** for both on **probation and confirmed employees**. In the event you fail to comply with the same you shall be liable for damages/pay liquidated damages of the notice period. Salary will be withheld for the last month of the notice period and will be settled along with Full and Final settlement. Leave cannot be taken / granted when an employee is serving the notice. On probation, your services shall be separable by giving Three months' notice or three months' pay in lieu thereof on either side at the sole discretion of Yethi Consulting Pvt Ltd.

- 5) **Leave** - You will be entitled to leave and other benefits as per the Company policy that may be in effect from time to time.
- 6) **Medical Benefits** - Basis the plan opted for, you and your family (Spouse + 2 Children) will be entitled to medical cover under an Insurance Scheme. Medical benefit details will be provided on the commencement of employment.
- 7) **Others** - This offer of employment is subject to the following-
  - a. The Company shall conduct background checks and references. These references feedbacks play a critical role during your employment process. If any declaration given or furnished by you to the Company proves to be false or if you are found to have wilfully suppressed any material information in such case, you will be liable to termination from service without any notice.
  - b. It is your responsibility to notify the company of any changes in your personal Information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days to [HRDOffice@yethi.in](mailto:HRDOffice@yethi.in)
  - c. It is your responsibility to make yourself accustomed to the processes and policies of the Company and acknowledge the same within 3 working days from the date of joining.
- 8) **Job Location** - Primarily, you are expected to join at our **Bangalore** Location office. However, you may be expected to take up travel (within or outside India) as per the business requirement.
- 9) **Uninformed Absenteeism and Employee Absconding**: That any employee who without informing Yethi indulges in uninformed absenteeism or absconds without adhering or following the policy of separation of Yethi will be amenable to legal action taken against them by Yethi which shall be construed as breach of agreement of appointment by such Employee. That you will be responsible to pay compensation and damages to Yethi for such acts being uninformed absenteeism/employee absconding. That in the event the Employee fails to serve notice period or separate from the company as per its policy or contravention of any appointment letter including notice period, in such a case Yethi shall have the right to claim damages and compensation from such Employee. That Yethi shall have absolute right to penalise such employee as per laws for time being in force. That such employees shall also be amendable to action under section 406 & 420 of the Indian Penal Code, 1860 as well as Data Theft as per applicable facts at that point in time showcasing such Theft.

That Yethi shall also have the right in case of such employees to:

- a. Yethi shall have right to take necessary disciplinary action against the employees.
- b. Right to hold the full and final settlement of the employee absconding.
- c. Right to hold the relieving letter of the employee.
- d. Yethi shall have the option to post a rating or a negative review on Employees in the concerned consortium.
- e. Yethi shall have the option to provide a negative reference for the absconding employee stating true and correct state of affairs.
- f. Yethi shall have the right to blacklist such employee.
- g. Yethi may not provide relieving letter and experience certificate when an employee leaves without intimation.
- h. Yethi can hold the full and final settlement of the employee until the response from the employee.



- i. Yethi shall take civil and criminal action against such employees if there is failure to return any company property including Laptop, Vehicles, sim cards, mobiles.

10) **Documents required at the time of joining** - As a part of our joining formalities, you are requested to submit the **copy** of following documents on your date of joining:

- Relieving letter and experience letters from all your previous employers.
- Offer and appointment letter from all your previous employers.
- Last 3 months Salary slips.
- Last 3 months bank statement where you get your salary credits.
- Address Proof (Passport/Driving License)
- PAN card and Aadhar card is must.
- All educational certificates and marksheets from SSC to highest qualification
- 3 recent passport size photographs with blue background
- Bank Passbook front page/ cancelled cheque.

You are expected to join Yethi consulting on or before **04<sup>th</sup> Sep 2024**, failing which this offer stands cancelled.

Wish you good luck and look forward to the enduring association with us.

#### Acceptance

Kindly confirm your acceptance of the offer with proposed date of joining on 04<sup>th</sup> Sep 2024. This offer is valid till 31<sup>st</sup> Aug 2024 only and will lapse at the discretion of Yethi Consulting Pvt Ltd upon no response received from your end.

On the day of joining, you will be issued a Letter of Appointment with all relevant terms and conditions.

With Best regards,



Barath D  
Head - Operations  
Yethi Consulting Pvt Ltd.

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**OFFER LETTER**

---

Dear Deepika K,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). 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 will 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**

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.

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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 a 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 a weekly holiday. The office will be closed on the first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be 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

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**OFFER LETTER**

---

Dear Gomathi M,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Harivardhi S,

**Congratulations!**

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We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Mounica M,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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**Joining Date**

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Nandhini M,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Ragul V,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Rajkumar A,

**Congratulations!**

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Rithika R,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Purna Sai,

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**Joining Date**

Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Sanjaykumar K,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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**Joining Date**

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Santhosh K,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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**Joining Date**

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Sashvanth M,

**Congratulations!**

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We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

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**OFFER LETTER**

---

Dear Sujith J,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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Regards,



Authorised Signatory



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr, DHARSHAN  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

Dear Sir/Madam,

This has reference to your application and sub request interviews you have had with Digital EPCS Pvt Ltd, we are pleased to appoint you as **Engineering** in its function based at Chennai, Your employment will be governed by the following terms and conditions:

### Month Base Gross salary

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)





## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Ms, HEMATH BHUSANI  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)

## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr, KARVETI AJAY KUMAR  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Ms, PREETHISHRI  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)

## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr, ROHITH  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr, RUBANSANTHOSH  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Anandakumar Ramakrishnan  
(DIRECTOR)

## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Ms, SHANMUGAPRIYA  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Anandakumar Ramakrishnan  
(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr, SHARANBHARATHI  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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(DIRECTOR)

## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr,SRI SENTHUR MURUGAN  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Ms, SURUTHI  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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(DIRECTOR)

## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr, DEEPAN RAJ  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Anandakumar Ramakrishnan  
(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr, SRI BALAJI PRABHU  
CSE DEPARTMENT  
NANDHAENGINEERINGCOLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)

Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations ABISHEK KI

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs / Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





Ref Code: ILM/CI/2024-2025/210

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Raahul S

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/210

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/210

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/210

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/210

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/210

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
<b>Breakup of the Compensation</b>	
Basic + VDA	₹ 16,347
Special Allowance	₹ 860
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
<b>Deductions</b>	
Professional Tax	₹ 0
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	₹ 15,277
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. (Between ₹ 500/- & ₹ 2000/- per month)	

ILM/F/023/1.1

ILM/CI/EML/24-25/003/1.0

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**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

From,

Date:



Pin code:

Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_

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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0



## CSR Activity Offer Letter - 2024

Dear Archana . A.T

Congratulations you have been selected for Tap academy's CSR Activity 2024.

We are glad to inform you that you have successfully cleared the Interview Rounds and you are selected for the **CSR Batch 2024 (Free Training & Placements)**.

Training will be conducted OFFLINE from JAN-2024

A detailed Email will be sent to your registered Email ID mentioning Date from TAP Academy.

### Benefits:

1. Advanced Industry standard course curriculum offered for FREE inclusive of study materials.
2. Guaranteed unlimited placement opportunities.

Note: This offer letter is not transferable and valid for one week from the batch announcement date which will be informed through mail.

**Please fill the below details and submit while enrolling for course:**

Name:

Email:

Roll No:

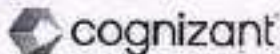
Mobile No:

College:



Rohit Ravinder  
Founder & CEO  
TAP Academy Pvt Ltd.





## Letter of Intent (LOI)

Superset ID: 4354720

Date: July 29, 2024

Dear ARUNKUMAR 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 do a full-time Internship or Cognizant identified training program and terms and conditions governing such training program shall be detailed in that Offer Letter.

It is hereby clarified that participation in this full-time Internship program or Cognizant identified training program 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 program 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.

Cognizant shall carry no worker's compensation insurance or any health or accident insurance under this full-time Internship program or Cognizant identified training programs and not be liable to pay any contributions to applicable statutory payments such as workmen compensation, provident fund nor shall provide any other contributions or benefits which might be expected in an employer-employee relationship.

Cognizant will not encourage any claim with regard to compensation or other statutory payments under this LOI and it is hereby clarified that participation in this full-time Internship program or Cognizant identified training programs shall not entitle you for any benefits paid or made available to that of Cognizant 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 to participate in the full-time Internship program or such Cognizant identified training program 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-performance 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 3 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 days 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







**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234427635/Chennai**  
**Date: 14/07/2024**

Mr. Arunkumar K  
132 Arachalur Main Road,  
Mugasianumanpalli,  
Erode-638101,  
Tamilnadu.  
Tel# 91-8836685499

Dear Arunkumar 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 Grade Y**. You will be assigned a role in any Unit as per 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 hereinafter.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234427635**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kurlar Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 319 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto: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 & Academic Interface



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

TCS Confidential  
TCSL/DT20234427635

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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





Ref Code: ILM/CI/2024-2025/209

**ILM'S Educate India Internship (IEID)**  
**OFFER LETTER**

To,  
Mr. K Arun Kumar

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/209

**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. (Online mode or a combination of 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:**  
  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/209

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/209

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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\* 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/209

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/209

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
<b>Breakup of the Compensation</b>		<b>Deductions</b>	
Basic + VDA	₹ 16,347	Professional Tax	₹ 0
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1

ILM/CI/EML/24-25/003/ 1.0

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**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

From,

Date:



Pin code:

Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_

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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations BAGAVATHI P!

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





## ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Phanindra R S <Phanindra\_RS@itcinfotech.com>

Sun, 8 Oct, 2023 at 9:18 pm

To: bharaninandhu2002@gmail.com <bharaninandhu2002@gmail.com>

### Campus 2024 Recruitment process



Dear BHARANI S A,  
ITCI/2024/CAM/1344  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"**

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,



Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information.Security@itcinfotech.com](mailto:Information.Security@itcinfotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.





**TATA**

**TATA CONSULTANCY SERVICES**



Card No 283320

Associate No 2786715

**Tata Consultancy Services Ltd.**

TCS House, Raveline Street, Fort

Mumbai 400001, India





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234430098/Chennai**  
**Date: 14/07/2024**

Ms. Bharani S A  
4/492Skm Road,  
Nanjai Uthukuli,  
Erode-638104,  
Tamil Nadu.  
Tel# 91 8754289980

Dear Bharani S 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 Grade Y**. You will be assigned a role in the Unit as per 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.

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 joining. The joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining-after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234430098**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

455/21st Avenue, Regency Nagar, Sholing, Chennai, Old Mahabalipuram, Chennai 600 149 Tamil Nadu, India

Tel: 91 44 6516 2222 Fax: 91 44 6516 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



**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 & Academic Interface**



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

**TCS Confidential**  
**TCSL/DT20234430098**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

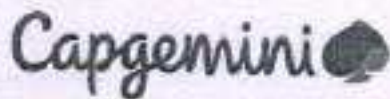
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-eri

Superset ID: 4351530

Letter of Intent ("LOI")

June 14, 2024

Dear BHARANI S A,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2**. Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2.

Note: Based on certain business requirement and statutory rules Caggemini may initiate certain additional checks before and during your tenure in Caggemini and by accepting this LOI you agree to undergo such additional checks when required. Caggemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("Offer") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Caggemini.
2. All the eligibility requirements laid down by Caggemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Caggemini and the skill set as assessed by Caggemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Caggemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Caggemini will be conclusive on you executing the Offer with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini. Post your onboarding with the Company, you may be required to (i) work on any client or Caggemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Caggemini and your performance will be evaluated periodically during such training period. Caggemini reserves the right to decide the continuance of your further



training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

BHARANI S A, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

Puneet Kumra  
Head - Fresher Hiring

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

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## ANNEXURE 1

BHARANI S A, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Caggemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Caggemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Caggemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof





Date: 15-Mar-2024

To

Ms.CHANDRU V,  
NO 85A, PANANGATTUR,  
ANTHIYUR,  
ERODE-638501,TAMIL NADU.

Dear Ms.CHANDRU V,

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.20000/- (RUPEES TWENTY THOUSAND ONLY)** per month as a consolidated amount.

The Internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be absorbed as an employee of Zoho as **MEMBER TECHNICAL STAFF - QA**. Salary will be decided at that time based on your performance.

**This offer is subject to the following terms and conditions.**

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet services, adverse finding in background verification report, misconduct and the like.
4. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.







**VALIDITY**

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **22-Mar-2024**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,  
For ZOHO CORPORATION PRIVATE LIMITED

M.I.Sohail  
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: Chandru

Date of Offer acceptance: 15 Mar 2024

Name: Chandru V

Place: Anthiyur





Date: 09 OCT, 2023

College: Nandha Engineering College

### Offer of Intent

Congratulations CHANTRAMOULI TI

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs / Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





# LOGSKIM

One Stop Solution - Provider for  
Logistics Skilled Workforce.

## Offer Letter

03-Oct-2023

To,

Mr. Deepak S - ECE

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "**India Japan Lighting**."

You will be paid with the **Monthly CTC of Rs. 16500/- (Including Attendance Bonus)**.

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No. 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

www.logskim.com



**Campus 2024  
Recruitment process**



Dear Deepak S,  
ITCI/2024/CAM/1338  
Nandha Engineering College

*SPJIL*

Greetings from ITC Infotech India Ltd!

**Congratulations ! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms & conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,  
Phanindra R S  
Campus Recruitment Team  
ITC Infotech India Ltd.



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**TATA**

**TATA CONSULTANCY SERVICES**



**DHIVYADHARSHINI**

**V**

Card No 284473

Associate No 2786718

**Tata Consultancy Services Ltd.**

JCS House, Rayline Street, Fort

Mumbai 400001, India





# LOGSKIM

One Stop Solution Provider for  
Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

Mr. Gokul S – ECE

Congratulation!! We are pleased to inform that you got selected for the position of Production Trainee under NAPS with one of our esteemed Company "India Japan Lighting.

You will be paid with the **Monthly CTC of Rs. 16500/- (Including Attendance Bonus).**

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

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





## ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Phanindra R S <Phanindra.RS@itcinfotech.com>

Sun, Oct 8, 2023 at 9:17 PM

To: gokulsivaramkrishnan2002@gmail.com <gokulsivaramkrishnan2002@gmail.com>

### Campus 2024 Recruitment process



Dear Gokal S,  
TCI/2024/CAM/1329  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234430131/Chennai**  
**Date: 14/07/2024**

Mr. Gokul S  
94/76Kasthuri Bai Street,  
Ammacalayam,  
Tirupur-641652,  
Tamilnadu.  
Tel# 91-9944933595

Dear Gokul 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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be concluded that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential  
TCSL/DT20234430131

**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 Career Service Line: 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**

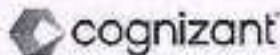
**Girish V. Nandimath**  
**Global Head, Talent Acquisition & Academic Interface**



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





## Letter of Intent (LOI)

Superset ID: 4356473

Date: July 29, 2024

Dear Gokul 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 do a full-time Internship or Cognizant identified training program and terms and conditions governing such training program shall be detailed in that Offer Letter.

It is hereby clarified that participation in this full-time Internship program or Cognizant identified training program 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 program 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.

Cognizant shall carry no worker's compensation insurance or any health or accident insurance under this full-time Internship program or Cognizant identified training programs and not be liable to pay any contributions to applicable statutory payments such as workmen compensation, provident fund nor shall provide any other contributions or benefits which might be expected in an employer-employee relationship.

Cognizant will not encourage any claim with regard to compensation or other statutory payments under this LOI and it is hereby clarified that participation in this full-time Internship program or Cognizant identified training programs shall not entitle you for any benefits paid or made available to that of Cognizant 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 4,01,938/- per annum. The detailed information of compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you to participate in the full-time Internship program or such Cognizant identified training program 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 3 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 days 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.

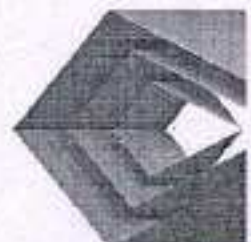
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI). <https://campus2.cognizant.com/Posts/Prabhat>

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





Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations GOPALAKANNAN V KI

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs /Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



06<sup>th</sup> April 2024

Ms. Gopika R

Reg. No. 20EC023

Nandha Engineering College

Erode.

Dear Gopika,

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 **April 2024 to June 2024**. 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**

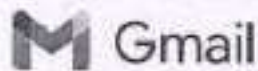
**Manager – Human Resources**

Shiash Info Solutions Private Limited

#51, Level 3, Tower C, Rattha TEK Meadows, Old Mahabalipuram Road,

Sholinganallur, Chennai – 600 119, Tamil Nadu, India

+91 8015807428 [info@shiash.com](mailto:info@shiash.com)



Hema Kabaleeswaran &lt;hemakabali15@gmail.com&gt;

## Congratulations! You have been selected to be part of Accenture!

donotreply.indiacampus <donotreply@email.indiacampus.accenture.com>  
To: hemakabali15@gmail.com

Mon, Dec 18, 2023 at 5:00 PM



### See you soon at Accenture!

Dear Hema Kabaleeswaran,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. **You must accept our LOI within 7 days**, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

- Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.
- You will be redirected to the Dashboard Page.
- Click on the My Task tab on the top.
- Select the Task assigned.
- Download and read the Letter of Intent for no confusion.
- Select the check box and click on submit button for accepting the Letter of Intent.

For any queries you can login to the below link and go to Help section - choose appropriate category to raise your queries.

Link: <https://indiacampus.accenture.com/myzone/accenture/auth/login>

Your journey to the world of Accenture has just begun. See you soon!

Regards,  
Recruitment Team  
Accenture in India



Please note, that unless a formal employment offer is provided to candidate specifically determining the terms of employment with Accenture, nothing contained in this email or any identified processes for the purpose of candidate's participation in the interview process shall be considered as an offer for employment by Accenture notwithstanding any contents or communications mentioned in process documents or links.

Please be further informed that existence of an offer or offering any employment to a candidate shall be subject to business needs within Accenture or client requirements; mere clearance of any processes related to campus hiring does not by itself create an offer of employment for the candidate.

Stay Connected



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> VISIT OUR BLOG

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## ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

4 messages

Phanindra R S <Phanindra.RS@itcinfotech.com>  
To: hemakobali15@gmail.com <hemakobali15@gmail.com>

Sun, Oct 8, 2023 at 9:17 PM

### Campus 2024 Recruitment process



Dear Hema K R,  
ITCI/2024/CAM/1325  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.



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---

Hema Kabaleswaran <hemakabali15@gmail.com>  
To: Phanindra R S <Phanindra.RS@itcinfotech.com>

Sun, Oct 8, 2023 at 9:40 PM

I accept the offer.  
(Quoted text hidden)

---

Hema Kabaleswaran <hemakabali15@gmail.com>  
To: mehala019@gmail.com <mehala019@gmail.com>

Sat, Jan 6, 2024 at 12:55

(Quoted text hidden)

---

Hema Kabaleswaran <hemakabali15@gmail.com>  
To: mehala019@gmail.com

Sat, Jan 6, 2024 at 1:26 PM

----- Forwarded message -----

From: Phanindra R S <Phanindra.RS@itcinfotech.com>  
Date: Sun, Oct 8, 2023, 9:17 PM  
Subject: ITC Infotech India Ltd - Selection Confirmation - 2024 Batch  
To: hemakabali15@gmail.com <hemakabali15@gmail.com>

(Quoted text hidden)



# LOGSKIM

One Stop Solution Provider for  
Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

*K. R. Bawa*

Miss. Hema K R – ECE

**Congratulation!!** We are pleased to inform that you got selected for the position of **Testing and Debugging Engineering under NAPS** with one of our esteemed Company "Neolync Telecommunication.

Your take home salary will be Rs. 16000/- after and food and transport deduction

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Food @ Shifts.
5. Transportation (Pick up & Drop).

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

*B. S. Dhanraj*

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

www.logskim.com



## CSR Activity Offer Letter - 2024

Dear Jai Saratha B

Congratulations you have been selected for Tap academy's CSR Activity 2024.

We are glad to inform you that you have successfully cleared the Interview Rounds and you are selected for the **CSR Batch 2024 (Free Training & Placements)**.

Training will be conducted OFFLINE from JAN 2024

A detailed Email will be sent to your registered Email ID mentioning Date from TAP Academy.

### Benefits:

1. Advanced Industry standard course curriculum offered for FREE inclusive of study materials.
2. Guaranteed unlimited placement opportunities.

Note: This offer letter is not transferable and valid for one week from the batch announcement date which will be informed through mail.

**Please fill the below details and submit while enrolling for course:**

Name:

Email:

Roll No:

Mobile No:

College:



Rohit Ravinder  
Founder & CEO  
TAP Academy Pvt Ltd.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations JAYAPRASATH K!

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



## JOB OFFER LETTER

REF: INET/OFF/NEC2417

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear K Logesh**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **“English Language & Life Skill Trainer”** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations MANIBHARATHI AI

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/ or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



RAJASWI HOUSE  
Daskirinda  
Ahmedabad - 380 028  
Gujarat, India  
Tel : 079 - 2535 3775  
Fax : 91 - 79 - 2535 8890  
www.rajawchemical.com  
e-mail : rajaw@in.com



RAJASWI  
CHEMICALS  
INDIA  
PVT LTD

Mfgs & Exporters of  
Textile Auxiliaries &  
Speciality Chemicals

**TERMS AND CONDITIONS OF EMPLOYMENT OF  
FORMING PART OF LETTER Ref.No:RCMIPL/501/2024**

**DATED:22-02-2024**

1. Your appointment is effective from 22-02-2024.
2. Your basic salary will be Rs 25,000 per month.
3. You will be on probation initially for a period of 12 months from the date of commencement of the service with us. The Company has the right to extend the said probation period. At the end of the probationary period we will inform you in writing about the confirmation of your appointment and you shall be deemed to be on probation until so confirmed in writing. On confirmation, you will be entitled to usual benefits given to such employees of the Company.
4. (a) During the period of probation prescribed in Clause 3 above, your services are subject to termination at any time by 24 hours notice in writing without assigning any reason.  
  
(b) Your services after confirmation can be terminated by giving one month's notice or the month's salary in lieu of notice to you. Similarly in case of resignation you will also be required to give one month's notice in writing and your failure to do so shall entitle the management to recover from you an amount equivalent to one month's salary.
5. We shall send you all communications by post and the notice and other communications sent to you at the above address shall be deemed to have been properly sent by us and received by you, unless you advise us in writing of your change in address.
6. While in our service, you will devote the whole of your time and energy exclusively to the business and affairs of the Company, and without the written permission of the Company shall not engage yourself directly or indirectly in any business or serve whether as principal, agent, partner or employee or in any capacity either full time or part time in any business whatsoever other than that of the Company and you shall obey all lawful orders and directions of the superiors and carry out whatever work is assigned to you by the Company.
7. It will be your obligation and duty to inform the Company of any act of dishonesty and/or any action prejudicial to the interest of the Company on the part of any person, which may come to your knowledge and if the same is not done it will be considered as dereliction of duty.
8. During the continuance of your employment as well as thereafter, you shall keep confidential and prevent the disclosure or divulgence of any and all information, instruments, documents reports, statements, logs, records, correspondence, discussions, contracts, plans, drawings, photoprints, copies, methods, trade secrets, manufacturing processes, machinery, know-how layouts, patents, transactions, affairs, dealings, finances and accounts and all other business matters of the Company whether the same may be confided or become known to you in the course of your service or otherwise.
9. During your employment with us, you shall be subject to the Company's Rules and Regulations as varied by us from time to time at our discretion, irrespective of whether these Rules and Regulations or any changes therein are individually notified to you or not.

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

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

NAME : \_\_\_\_\_



RAJASWI HOUSE  
Dombivli  
Mumbai - 400 028  
Gujarat, India  
Tel: 079 - 2535 3775  
Fax: 91 - 79 - 2535 8890  
www.rajawichemical.com  
e-mail: rajaswi@in.com



RAJASWI  
CHEMICALS  
INDUSTRIES  
PVT LTD

Mfrs & Exporters of  
Textile Auxiliaries &  
Specialty Chemicals

Our Ref: RCMIPL/501/2024  
Date : 22.02.2024

To  
Mr. Manoj A.  
3/222, Kalvinagar,  
Melappalayan,  
Chennimalai- 638 051

Sub: Letter Of Intent

Dear Mr. Manoj A.

Further to our discussion of the interview, we are pleased to offer you the post of 'Sales Executive' at our Erode Branch, subject to the terms and conditions mentioned in the agreement attached herewith this letter.

You will be joining not later than 1<sup>st</sup> March, 2024. Your Monthly salary will be as under:

- |                          |  |
|--------------------------|--|
| * Basic Salary Per Month | : Rs.25,000/-                                |
| * Petrol Allowances      | : As Actual                                  |
| * Bonus + Medical        | : As per Company's Rules<br>and Regulations. |

Please sign the enclosed copy of terms and conditions as mutual agreement and return to us.

Looking forward for long and faithful association.

Thanking you,

Yours faithfully,  
For Rajaswi Chemical Mfg Industries Pvt Ltd

*K. Niof*

Authorised Signatory

Encl: Terms And Conditions Of Employment  
CC To: The Co Ordinator, Placement Cell, Nandha Engineering College,  
Perundurai Main Road, Erode-638 052 T.N.



**Letter of Intent to Hire**

MONDAY, JULY 08, 2024

**Name: MOHAMMED ABUTHAHIR BASITH AHAMMED KABEER**

Dear MOHAMMED ABUTHAHIR BASITH AHAMMED KABEER,

This letter is evident that you successfully completed our selection process for this 'Intern Trainee' role.

The offer letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria, Employment is subject to you being medically fit, and subject to satisfactory performance and reference, background verifications.

Upon joining you will be on an intern period for **Three months** (effective from July 10, 2024) during this period you will undergo various classroom and On-job-training. Your monthly stipend for the intern period will be **Rs.15, 000/-** (Rupees Fifteen thousand only). Intern confirmation will be in the fourth month and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of intern, your designation will be **"Trainee Engineer"** salary from fourth month onwards will fall under **Rs.4,00,000**(Rupees Four Lakhs Only), Annual CTC details are enclosed in the annexure.

You will be required to sign a proprietary information and NDA agreement on joining, your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Vaken Technologies and look forward to a long and mutually rewarding association with you.

Best Regards,

For Vaken Technologies Pvt. Ltd

Employee Signature

\_\_\_\_\_  
Jayaseelan,

(Director)

\_\_\_\_\_  
Name: MOHAMMED ABUTHAHIR BASITH

Date:



Annexure Pay Breakdown

SALARY STRUCTURE

Employee Name: MOHAMMED ABUTHAHIR BASITH AHAMMED KABEER

Designation: TRAINEE ENGINEER

Components	INR (Per Annum)
<b>PAYMENTS</b>	
Basic & Dearness Pay	2,53,200
House Rent Allowance	75,960
Special Allowance	7,067
<b>Total Emoluments per Annum (A)</b>	<b>3,36,227</b>
<b>DEDUCTIONS</b>	
EPF	21,600
Gratuity	12,173
Group Insurance	30,000
<b>Total (B)</b>	<b>63,773</b>
<b>Pay per Annum(A+B)</b>	<b>4,00,000</b>

All applicable taxes payable and statutory deductions (including labour welfare deductions) will be per applicable law, based on the above remuneration.

VAKEN TECHNOLOGIES PRIVATE LIMITED  
 CORPORATE IDENTITY NUMBER : U72900TN2020PTC136060  
 No: 50, Krishna Estate, "Dwaraka", ECR Road, No.35, Kanathur Reddy Kuppam  
 Village, Chengleput, Kancheepuram TN 603112, Tamil Nadu, INDIA.



Terms and Conditions:

- To help you to develop your performance, informal reviews will take place every quarter / half year/ year, with a formal annual appraisal that will take place each year.
- Hours of work are 45 hours per week. Hours of work may vary, but standard hours are from 9.00 a.m to 6.00 p.m. It may be necessary on occasions to work outside these hours.
- The notice period from the company's side is a week during the tenure of Internship. This shall be revised while offering you a permanent position after the tenure of internship. In case of termination of employment from your side, the notice period will remain to be 60 days.
- You comply with the NDA with the company; you will not disclose any information of the company's operation.
- TDS can be claimed when you pay your taxes.
- You are entitled to take one casual leave per month without loss of pay.

You are requested to sign the copy of this letter in token of having read, understood and agreed to the term and condition stated herein, and return the same to us on or before Tuesday, July 09, 2024.

I accept the above terms and Conditions,

\_\_\_\_\_  
Name: MOHAMMED ABUTHAHIR BASITH

Date:

VAKEN TECHNOLOGIES PRIVATE LIMITED  
CORPORATE IDENTITY NUMBER : U72900TN2020PTC136060  
No: 50, Krishna Estate, "Dwaraka", ECR Road, No.35, Kanathur Reddy Kuppam  
Village, Chengleput, Kancheepuram TN 603112, Tamil Nadu, INDIA.





To,

Name : B Mehala Balasubramaniyam

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

Dear B Mehala Balasubramaniyam,

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 7 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, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **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



- o 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 - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 32,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **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. The joining bonus is a one-time payment that will be paid with the first month's salary.
- **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 13,800 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,60,700/-**

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"





## ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Phanindra R S <Phanindra.RS@itcinfotech.com>  
To: mehala019@gmail.com <mehala019@gmail.com>

Sun, Oct 8, 2023 at 9:16 PM

### Campus 2024 Recruitment process



Dear Mehala B,  
ITCI/2024/CAM/1311  
Mandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	ISI
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stacks/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information.Security@Itcinfotech.com](mailto:Information.Security@Itcinfotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.



BS purple slate



Mehala B



PS1147



16 September 2024



B +ve

BS purple slate



12<sup>th</sup> June 2024

Mehala B  
mehala019@gmail.com

Dear Mehala,

Congratulations!

With reference to the interview held on 8<sup>th</sup> June 2024, we are pleased to offer you the position of Technology Engineer ("Offer") at Purpleslate Private Limited ("Company").

### **Internship**

We would like you to start your Internship at the Company for a period of 5 months from 17<sup>th</sup> June 2024 (Joining Date). Please let us know at the earliest, if you have challenges regarding Joining Date. Internship is to be completed from office.

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 your job may even be 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.

### **Terms & Conditions**

Upon successful completion of the internship and at the sole discretion of the Company, your employment will be confirmed with a gross annual compensation of 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

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.



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 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.

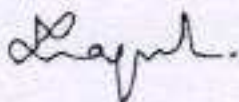
This offer of employment is being made considering the facts and information submitted by you in the Company's application form. The Company reserves the right to revoke the job offer if any of the information furnished leading to your selection is found to be misrepresented, untrue, false or inaccurate.

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





Letter of Intent (LOI)

August 21, 2023

Mehala B  
Nandha Engineering College, Erode

Dear Mehala B,

We are pleased to inform you that you have successfully cleared the Campus preselection process and have been provisionally shortlisted for employment as "Graduate Engineer Trainee" subject to the conditions below.

As the next step, you will undergo 'Segue' our industry readiness program covering a foundation course on Soft skills and technical skills and one of the Centers of Excellence training programs on Digital, Fullstack, Automation, AI, ML, Analytics, PEGA and Cloud.

You agree to join Hexaware after successful completion of the program as per specified company guidelines and not participate in any other selection process of another company.

Upon Joining Hexaware, in the training period you will be entitled to the remunerations indicated below as per the role:

1. **Graduate Engineer Trainee** - You will receive a Stipend of Rs.15000/-pm for a period of 6 months and on successful completion you will be paid a salary of Rs.4.00 Lac per annum.

You are required to sign a service agreement for a period of 2 years upon joining Hexaware. You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN): L72900MH1992PLC069662 URL: www.hexaware.com





You will, at all times, will observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession and which, according to the company, are necessarily confidential and form valuable property of the company and not made available to the trade. Further, you will not disclose such data or information without written consent from the company to anyone other than the companys officials who are authorized to receive the same. Even after you have ceased to be in the training, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose them to anyone.

As a token of your acceptance that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your acceptance to joining Hexaware. You shall sign the Non- Disclosure Agreement (NDA) upon direction and shall abide by the terms and conditions mentioned therein.

The validity of this Letter of Intent is effective immediately and shall remain valid until July 31st, 2024. Both parties acknowledge and agree that this LOI is subject to extension at the discretion of Hexaware, based on prevailing business conditions and mutual interest.

Yours faithfully,  
For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

**Monica Mathur**  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Manage, Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)





## ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

2 messages

Phanindra R S <Phanindra.RS@itcinfotech.com>

Sun, 8 Oct 2023 at 9:16 pm

To: mohammedabuthahir29@gmail.com <mohammedabuthahir29@gmail.com>

### Campus 2024 Recruitment process



Dear Mohammad Abuthahir Basith A,  
ITC1/2024/CAM/1309  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch".

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,



Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information.Security@itcinfotech.com](mailto:Information.Security@itcinfotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.

mohammedabuthahir bosikh <[mohammedabuthahir29@gmail.com](mailto:mohammedabuthahir29@gmail.com)>  
To: Phanindra R S <[Phanindra\\_RS@itcinfotech.com](mailto:Phanindra_RS@itcinfotech.com)>

Sun, 8 Oct 2023 at 9:19 pm

I accept the offer  
(Direct text message)

**Letter of Intent to Hire**

MONDAY, JULY 08, 2024

Name: MOHAMMED ABUTHAHIR BASITH AHAMMED KABEER

Dear MOHAMMED ABUTHAHIR BASITH AHAMMED KABEER,

This letter is to inform you that you successfully completed our selection process for this 'Intern Trainee' role.

The offer letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria. Employment is subject to you being medically fit, and subject to satisfactory performance and reference, background verifications.

Upon joining you will be on an intern period for **Three months** (effective from July 10, 2024) during this period you will undergo various classroom and On-job-training. Your monthly stipend for the intern period will be **Rs.15, 000/-** (Rupees Fifteen thousand only). Intern confirmation will be in the fourth month and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of intern, your designation will be 'Trainee Engineer' salary from fourth month onwards will fall under **Rs.4,00,000**(Rupees Four Lakhs Only), Annual CTC details are enclosed in the annexure.

You will be required to sign a proprietary information and NDA agreement on joining, your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Vaken Technologies and look forward to a long and mutually rewarding association with you.

Best Regards,

For Vaken Technologies Pvt. Ltd

Employee Signature

\_\_\_\_\_  
Jayaseelan

(Director)

\_\_\_\_\_  
Name: MOHAMMED ABUTHAHIR BASITH

Date:



**Annexure Pay Breakdown**

**SALARY STRUCTURE**

**Employee Name: MOHAMMED ABUTHAHIR BASITH AHAMMED KABEER**

**Designation: TRAINEE ENGINEER**

Components	INR (Per Annum)
<b>PAYMENTS</b>	
Basic & Dearness Pay	2,53,200
House Rent Allowance	75,960
Special Allowance	7,067
<b>Total Emoluments per Annum (A)</b>	<b>3,36,227</b>
<b>DEDUCTIONS</b>	
EPF	21,600
Gratuity	12,173
Group Insurance	30,000
<b>Total (B)</b>	<b>63,773</b>
<b>Pay per Annum(A+B)</b>	<b>4,00,000</b>

All applicable taxes payable and statutory deductions (including labour welfare deductions) will be per applicable law, based on the above remuneration.

VAKEN TECHNOLOGIES PRIVATE LIMITED  
CORPORATE IDENTITY NUMBER : U72900TN2020PTC136060  
No: 50, Krishna Estate, "Dwaraka", ECR Road, No.35, Kanathur Reddy Kuppam  
Village, Chengleput, Kancheepuram TN 603112, Tamil Nadu, INDIA.



**Terms and Conditions:**

- To help you to develop your performance, informal reviews will take place every quarter / half year/ year, with a formal annual appraisal that will take place each year.
- Hours of work are 45 hours per week. Hours of work may vary, but standard hours are from 9.00 a.m to 6.00 p.m. It may be necessary on occasions to work outside these hours.
- The notice period from the company's side is a week during the tenure of Internship. This shall be revised while offering you a permanent position after the tenure of internship. In case of termination of employment from your side, the notice period will remain to be 60 days.
- You comply with the NDA with the company; you will not disclose any information of the company's operation.
- TDS can be claimed when you pay your taxes.
- You are entitled to take one casual leave per month without loss of pay.

You are requested to sign the copy of this letter in token of having read, understood and agreed to the term and condition stated herein, and return the same to us on or before Tuesday, July 09, 2024.

I accept the above terms and Conditions,

\_\_\_\_\_  
Name: MOHAMMED ABUTHAHIR BASITH

Date:

VAKEN TECHNOLOGIES PRIVATE LIMITED  
CORPORATE IDENTITY NUMBER : U72900TN2020PTC136060  
No: 50, Krishna Estate, "Dwaraka", ECR Road, No.35, Kanathur Reddy Kuppam  
Village, Chengleput, Karicheepuram TN 603112, Tamil Nadu, INDIA.





**TATA**

**TATA CONSULTANCY SERVICES**



**MONIKKA  
B**

Card No 183906  
Associate No 2786619

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





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234430082/Chennai**  
**Date: 14/07/2024**

Ms. Monikka B  
16/155Periyamariamman Kovil Street,  
Karungalpalayam,  
Erode-638003,  
Tamil Nadu.  
Tel# 91-8825758947

Dear Monikka 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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234430082**

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

TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto: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 & Academic Interface**



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

TCS Confidential  
TCSL/DT20234430082

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kaimaran 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 Nimal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





GROSS SALARY SHEET

Annexure 1

Name	Monikka 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>3,36,877</b>

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

\*\*\* 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.

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
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## **NS Instruments India Pvt. Ltd.**

No. 530, Benjamin Road, DTZ, Sri City, Satyavedu Mandal, Tirupati District - 517 646.  
Andhra Pradesh, INDIA.

CIN : U34100TN2012FTC084689

NSIP/HR/L01

2<sup>nd</sup> April 2024

Ms. Monika B  
16/155, Periyamarlamman Kovil Street,  
Karungalpalayam,  
Erode-3 Tamilnadu-638009

**Dear Monikka. B**

### **Sub: Offer Letter**

With reference your application and subsequent interview during the campus Selection, we are pleased to inform you that the following candidates have been selected for the post of "GET - Quality." in our organisation. They will be allotted One-year training period and probation for a period of six months, during which their performance will be rated.

You will be paid **Gross Salary of Rs. 22,400/- Per month** and you will be reporting to Quality dept.  
- Senior Manager

Your place of posting will be at our Factory located at No 530 Benjamin Road, Sector-24, DTZ, SRICITY, Tada, PIN-517646, and A.P.


You are advised to join us on & before **12<sup>th</sup> March 2024** from the date of offer issued, along with the following documents.

1. All certificates related to your Education.
2. Four Passport size photographs and two conduct certificates from Gazetted officers.
3. Medical fitness certificate certified by authorized Doctor.

We welcome you to NS Instruments India Private Limited, and wish you a happy and mutually beneficial relationship. You are requested to sign a copy of this offer letter as a token of acceptance. This offer is valid subject to your Medical Fitness.

**For NS Instruments India Pvt. Ltd.**

**Accepted by**

  
Ikarashi Takao  
AMD

**Monikka. B**

Regd. Office: Plot Y - 201, 3rd Floor, "Y" Block, 2nd Street, Anna Nagar, Chennai - 600 040, Tamil Nadu, India.

Bangalore Warehouse: C/o Nissin ABC Logistics Pvt Ltd., SY No. 24/3, Appasandra Village, Narsapura Industrial Area, Kolar Taluk, ZIP: 563 133, Karnataka, India.

Gurugram Office: Door No. 907, 9th Floor, Vatika City Point, Sector 25, M.G. Road, Gurugram - 122 002, Haryana.

Gurugram Warehouse: C/o Nissin ABC Logistics India Pvt. Ltd., Pataudi Road, Khawaspur Farukh Nagar, Gurugram - 122 503, Haryana.



## CSR Activity Offer Letter - 2024

Dear Nadhiya . R

Congratulations you have been selected for Tap academy's CSR Activity 2024.

We are glad to inform you that you have successfully cleared the Interview Rounds and you are selected for the CSR Batch 2024 (Free Training & Placements).

● Training will be conducted OFFLINE from JAN - 2024

A detailed Email will be sent to your registered Email ID mentioning Date from TAP Academy.

### Benefits:

1. Advanced Industry standard course curriculum offered for FREE inclusive of study materials.
2. Guaranteed unlimited placement opportunities.

● Note: This offer letter is not transferable and valid for one week from the batch announcement date which will be informed through mail.

Please fill the below details and submit while enrolling for course:

Name:

Email:

Roll No:

Mobile No:

College:



Rohit Ravinder  
Founder & CEO  
TAP Academy Pvt Ltd.





# LOGSKIM

One Stop Solution Provider for  
Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

*S. Naveen*

Mr. Naveen S – ECE

Congratulation!! We are pleased to inform that you got selected for the position of Production Trainee under NAPS with one of our esteemed Company "India Japan Lighting.

You will be paid with the Monthly CTC of Rs. 16500/- (Including Attendance Bonus).

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035.

www.logskim.com

# Requisition of documents -



Plintron Inbox



Vijaya Anan... Apr 10

to me ▾



Dear Naveen,

Kindly share the below documents at the earliest

- 10<sup>th</sup> 12<sup>th</sup> UG / PG Mark sheets

Aadhar & Pan Card

Resume

Photo

Thanks & Regards



Plintron

We are pleased to share that we have selected Naveen Senthil kumar from Nandha Engineering College (Autonomous) Electrical & Communication Engineering, 20EC048

For Telecom Engineer Support role.



Eye Towards Future

+91 7397382221

+91 440667250

www.webberax.com

hr@webberax.com

111 Veeraraghavan Lalitha Hall Complex  
Red Hills Road, Bharathi Nagar, Pondicherry  
Andhara Chinnai - 605002

Date: 01.02.2024

To:

NAVEEN .

NANDHA ENGINEERING

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE**

Dear NAVEEN

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER – TRAINEE**. So, your joining date will be in-between June 2024 to Dec 2024 at our organization.

Your salary would be,

0 - 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month. 2.64L per Annum.

After your successful completion of 15 Months - Rs. 26,000 (Twenty-Six Thousand Only) Per Month. 3.12L per Annum.


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 the scanned copy of your signed offer letter to the mentioned email id (**hr@webberax.com**) and revert back to us within a month from the date of this offer letter which is issued.



(KOTTESHWARAN K)

HR MANAGER - WEBBERAX



( NAVEEN )





**TATA**

**TATA CONSULTANCY SERVICES**



**NAVITHA  
NANDHAGOPAL**

Card No 900205  
Associate No 2787112

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



## JOB OFFER LETTER

REF: INET/OFF/NEC2427

Date: 23<sup>rd</sup> Feb 2024

To,

Dear A Navitha,

This has reference to your interview dated 13<sup>th</sup> Feb 2024 had with us, for the position of "English Language & Life Skill Trainer" at Nandha Institutions, Erode

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount)** from the date of your reporting to the school for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.

Reg Off : 266/2, 2nd Floor, Opp. Pothys,  
Omalar Main Road, Salem - 636 007.

Admin Off : 11, SKC Road, Near Hotel Aishwaryaa,  
Kaikolar Thottam, Erode - 638 001.

+91 9500 930 856

info@inetresource.in

www.inetresource.in

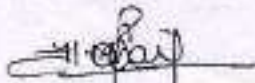


- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### JOB RESPONSIBILITIES

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
Director



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





Ref Code: ILM/CI/2024-2025/232

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Ms. Pavishnika B

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/232

**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. (Online mode or a combination of 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:**  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/232

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A)** In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/232

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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 / 2024-2025 / 232

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
<b>Breakup of the Compensation</b>	
Basic + VDA	₹ 16,347
Special Allowance	₹ 860
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
<b>Deductions</b>	
Professional Tax	₹ 0
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	₹ 15,277
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. (Between ₹ 500/- & ₹ 2000/- per month)	

ILM/F/023/1.1

ILM/CI/EML/24-25/003/ 1.0

Page 6 of 6











**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

From,

Date:



Pin code:

Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_

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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations PRADEEP S!

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs /Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations RAGUL CI

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
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Letter of Intent (LOI)

August 21, 2023

RITHIKA V  
Nandha Engineering College, Erode

Dear RITHIKA V,

We are pleased to inform you that you have successfully cleared the Campus preselection process and have been provisionally shortlisted for employment as "Graduate Engineer Trainee" subject to the conditions below.

As the next step, you will undergo 'Segue' our industry readiness program covering a foundation course on Soft skills and technical skills and one of the Centers of Excellence training programs on Digital, Fullstack, Automation, AI, ML, Analytics, PEGA and Cloud.

You agree to join Hexaware after successful completion of the program as per specified company guidelines and not participate in any other selection process of another company.

Upon Joining Hexaware, in the training period you will be entitled to the remunerations indicated below as per the role:

1. **Graduate Engineer Trainee** - You will receive a Stipend of Rs.15000/-pm for a period of 6 months and on successful completion you will be paid a salary of Rs.4.00 Lac per annum.

You are required to sign a service agreement for a period of 2 years upon joining Hexaware. You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN): L72900MH1992PLC069662 URL: www.hexaware.com





You will, at all times, will observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession and which, according to the company, are necessarily confidential and form valuable property of the company and not made available to the trade. Further, you will not disclose such data or information without written consent from the company to anyone other than the companys officials who are authorized to receive the same. Even after you have ceased to be in the training, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose them to anyone.

As a token of your acceptance that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your acceptance to joining Hexaware. You shall sign the Non- Disclosure Agreement (NDA) upon direction and shall abide by the terms and conditions mentioned therein.

The validity of this Letter of Intent is effective immediately and shall remain valid until July 31st, 2024. Both parties acknowledge and agree that this LOI is subject to extension at the discretion of Hexaware, based on prevailing business conditions and mutual interest.

Yours faithfully,  
For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

**Monica Mathur**  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



  
accenture



**RITHIKA VIJAYAKUMAR**

**13892020**



# Congratulations

10 June 2024

CO8095462

Rithika Vijayakumar

299/3c, Ashok Nagar, Jaycees school back side, Erode-2

Dear Rithika Vijayakumar,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12

Job Title - Packaged App Development Associate

Job Family Group - Software Engineering

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

## ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, 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, as well as satisfactorily



completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

**Fundamental Skill Primers Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers:

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

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



If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

**Important to note**

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and post employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

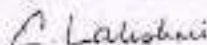
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Rithika, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Mr Mohamed S Althaf at [campus.queries@accenture.com](mailto:campus.queries@accenture.com) should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C  
Managing Director and Lead, Human Resources, Accenture in India.

ACKNOWLEDGED AND AGREED:

Candidate's Signature: {{Sig\_es\_signer1.signature}}  
Rishika Vijayakumar

\_\_\_\_\_  
Date: {{Die\_es\_signer1.date}}



**ANNEXURE 1: COMPENSATION & BENEFITS**

<b>TOTAL CASH COMPENSATION ELEMENTS</b>	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential (at maximum 8.5%)	INR 32,555/-
Annual Total earning potential (A+B)	INR 415,555/-
(C)##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 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,655/-
(D)##Additional Discretionary Reimbursements	
Annual Internal reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

**\*Total Cash Compensation Elements**

**Annual Fixed Compensation\*\***

\*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

**Note: For International Worker Only\***



As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all international workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. \*As defined by applicable law from time to time.

#### VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (if you contribute towards Employee Provident Fund)	Company

1. a. Medical insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000/- per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to review from time to time.
  - b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000/- and siblings up to INR 10,00,000/- You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000/- The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to review from time to time.
  - c. For Permissible claims under the Medical insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse /partner and 4 dependent children
    - 20% of such claims for parents, parent's in-law and siblings under the separate insurance plan
- Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer.
2. Personal Accident coverage for self, up to three times your annual fixed compensation.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations RIYAZ KHAN MI

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs /Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

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# LOGSKIM

One Stop Solution Provider for  
Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

Miss. Sandhya G

*Gr. Sandhya*

Congratulation!! We are pleased to inform that you got selected for the position of **Testing and Debugging Engineering** under **NAPS** with one of our esteemed Company "Neolync Telecommunication".

Your take home salary will be Rs. 16000/- after and food and transport deduction

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Food @ Shifts.
5. Transportation (Pick up & Drop).

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required [XEROX]:

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

*B. S. Dhanraj*

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T. Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

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



College: Nandha Engineering College

### Offer of Intent

Congratulations SANJAY GI

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

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- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

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# VERTICAL SOLUTIONS

The Complete Business Solutions.

Date : 08.03.2024

## APPOINTMENT LETTER

Dear, Santhiya.S

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 Assembly Line Operator at VERTICAL SOLUTIONS under Foxconn Hon Hai Technology India Mega Development Sriperumbudur block Sunguvarchathiram. The salary package is upto Rs. 16,000/- CTC per month and Including Food, Transport and Accommodation. Deploying with the company location, and you are requested to join on \_\_\_\_\_.

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, mark sheet, aadhar card, smart card, photo.

vaccination proof, bank passbook xerox For

Vertical Solutions

M. J. 

Authorized Sign

I have read and accept the terms and conditions:

Date of Joining : 08.03.2024

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

HR Contact : 9361088671

No. 111, Mount View Building, 3<sup>rd</sup> Floor, Guindy, Chennai - 600 032.

E-mail: [hr@verticalssolutions.com](mailto:hr@verticalssolutions.com) | Web: <http://www.verticalssolutions.com> | Land Line : 044 - 4864 7244





Date : 08.03.2024

## APPOINTMENT LETTER

Dear, Santhiya.S

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 Assembly Line Operator at VERTICAL SOLUTIONS under Foxconn Hon Hai Technology India Mega Development Sriperumbudur block Sunguvarchathiram. The salary package is upto Rs. 16,000/- CTC per month and Including Food, Transport and Accommodation. Deploying with the company location, and you are requested to join on \_\_\_\_\_

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, mark sheet, aadhar card, smart card, photo,

vaccination proof, bank passbook xerox For

Vertical Solutions

M. Jeyapriya

Authorized Sign

I have read and accept the terms and conditions:

Date of Joining : 08.03.2024

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

HR Contact 9361088671



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations SANTHOSH M!

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations SATHISHKUMAR P!

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

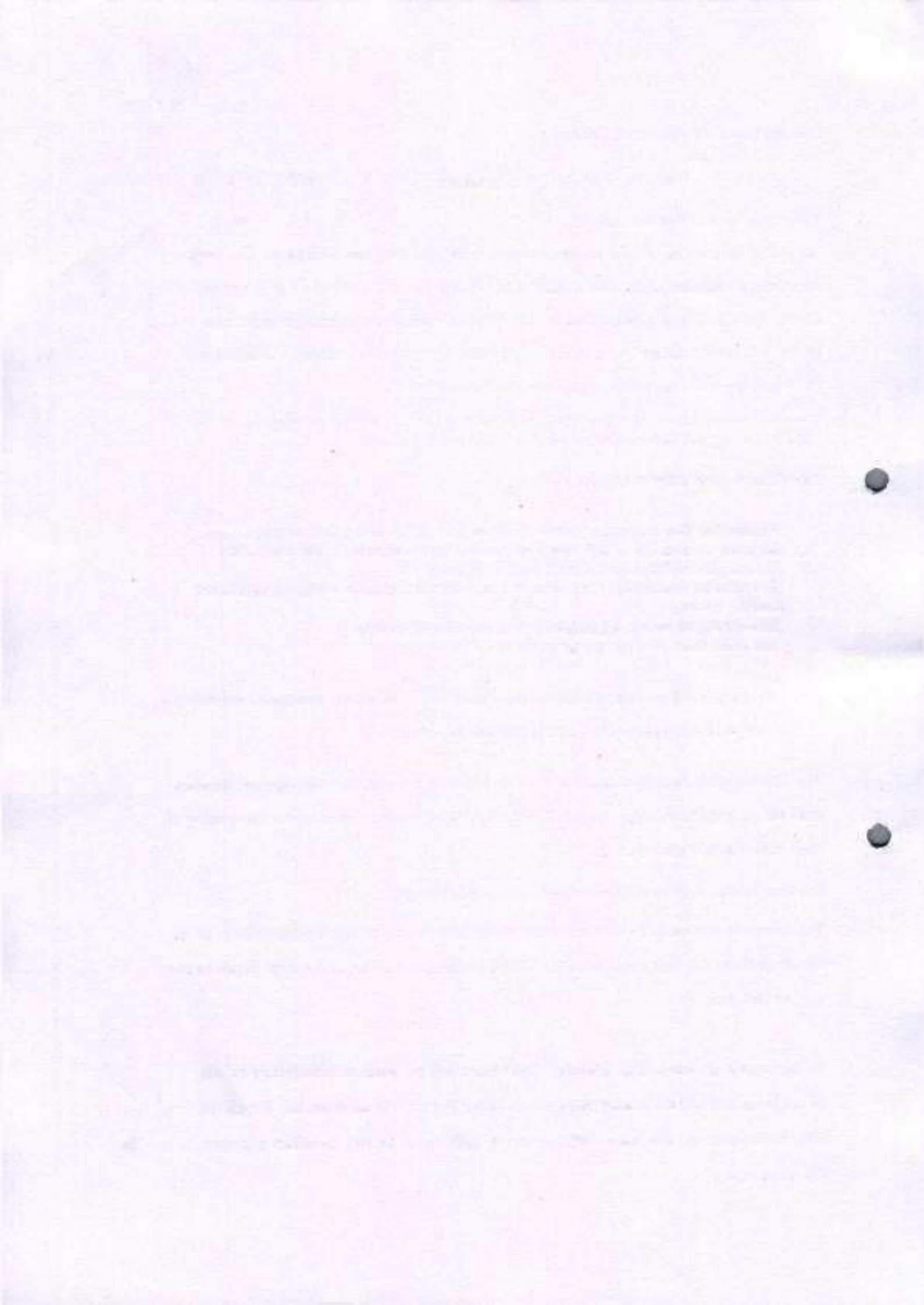
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On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations SATHISHKUMAR P!

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
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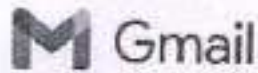
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Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





Rathana Sabhapathy &lt;rathanamgrs@gmail.com&gt;

**Fwd: Crypton Tech - Joining Notification**

SHANMUGA PRIYA K <06072003sp@gmail.com>  
To: rathanamgrs@gmail.com

Thu, Apr 25, 2024 at 6:03 PM

----- Forwarded message -----

From: **HR Crypton Tech** <hr@crypton.co.in>  
Date: Mon, Nov 6, 2023, 5:04 PM  
Subject: Crypton Tech - Joining Notification  
To: <06072003sp@gmail.com>

Dear **Ms. Shanmugapriya****Greetings from Crypton Tech!!**

Congratulations You are selected as part of **Crypton Team**. With reference to your application and by the subsequent interview which you had with us; we are glad to inform you that you have been selected for the post of **IOS Developer - Trainee**. We would be excited to have you start on **15<sup>th</sup> November 2023**

**Reporting Time: 9.00 AM****Address: Crypton Tech (P) Ltd.,**22, 1<sup>st</sup> and 2<sup>nd</sup> Floor, Veeramamunivat Street,

Teachers' colony, Erode-638011.

Contact No:72000 52259

You are requested to complete documents verification with originals before your date of joining at your convenience.

- 10<sup>th</sup> Mark Sheet -2 Copies
- 12<sup>th</sup> Mark Sheet -2 Copies
- Semester Mark sheets -2 Copies
- Consolidated Mark Sheet -2 Copies
- Provisional Certificates -2 Copies
- Degree Certificates -2 Copies
- Any other Certificates -2 Copies
- Address Proof -2 Copies (Ration Card, Adhar Card, Passport)
- ID Proof -2 Copies (Adhar Card, Pan Card, Driving License)
- Passport Size Photographs -3 Nos (Recent).
- One postcard size family photo.



Your appointment will be subject to verification of references,

I genuinely appreciate prompt confirmation from you side. Looking forward to meeting you directly.

If you have any queries or require any clarification, please do not hesitate to contact me on the numbers below

**For further details**

Contact HR Team - [careers@crypton.co.in](mailto:careers@crypton.co.in), [Saravanakumar@crypton.co.in](mailto:Saravanakumar@crypton.co.in)

Visit us at: [www.crypton.co.in](http://www.crypton.co.in), [www.crypton.nl](http://www.crypton.nl)

--  
**Kind Regards,**

**Saravana Kumar K**  
**Manager - HR & Admin**

Crypton Tech  
Tamilnadu | India - Amsterdam | NL  
M: +91 72000 52259  
E: [hr@crypton.co.in](mailto:hr@crypton.co.in), [jobs@crypton.co.in](mailto:jobs@crypton.co.in)  
W: [www.crypton.co.in](http://www.crypton.co.in)

**Campus 2024  
Recruitment process**



Dear SOUNDAR V,  
ITCI/2024/CAM/1292  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

**Congratulations ! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**

Warm Regards,  
Phanindra R S  
Campus Recruitment Team  
ITC Infotech India Ltd.



Date: 14.07.2023

Name of the Student: Soundar V

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.

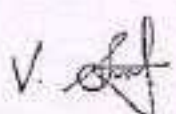
We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

I accept the above terms and conditions.

Authorized Signatory.

  
Candidate Signature  
Date of Joining





**Kaar Technologies India Private Limited**

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: 14.07.2023

Name of the Student: Soundar V

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.

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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 of Joining



### 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 is 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: <i>Saundar V</i>
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	





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234431591/Chennai**  
**Date: 14/07/2024**

Mr. Soundar V  
S/O Velliangiri.C 6/49, Thoranavavi Post, Thoranavavi, Getticheviur,  
Getticheviur, Arulmalai Temple,  
Erode-638110,  
Tamilnadu.  
Tel# 91-9095452317

Dear Soundar V,

**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** Grade Y. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234431591**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
415/21-24, Komaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 139 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2556 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service: 1800 209 3311 Email: careers@tcs.com





## 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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made at the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## 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.

## 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.

TCS Confidential  
TCSL/DT20234431591

### **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, Narayan Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





## 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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## 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

TCS Confidential  
TCSL/DT20234431591

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





sessions & proctored assessments. Further to accepting this Offer letter, you are recommended 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.

### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### 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.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

Tel: 91 44 6676 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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





#### 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 into 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 in this offer letter.

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

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





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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of Documents.

## 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

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

TCS Career Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





- 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 ILP Program

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

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

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





## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities in 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 & Academic Interface



- 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, Shopping Arcade, 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





GROSS SALARY SHEET

Annexure 1

Name	Soundar V
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>3,35,877</b>

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

\*\*\* 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.

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
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building-IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopzlar Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka - 560036</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kanchcheepuram District, Chennai - 608 109, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303, India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 131 &amp; 169-B, Super Corridor, Village Tigayra Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore-452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682011, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipur Ja, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharen Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400603, India</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune-411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. 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. Restriction on Associate's Rights**

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

**8. No License**

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





## 9. Equitable Rights

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

## 10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such nomination 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 of them together constitute the entire understanding between the parties and supersede 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:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations SRINIVAS JI

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs /Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





**LOGSKIM**

One Stop Solution Provider for  
Logistics Skilled Workforce

**Offer Letter**

03-Oct-2023

To,

Miss. Subashree P – ECE

*Subashree P.*

Congratulation!! We are pleased to inform that you got selected for the position of Testing and Debugging Engineering under NAPS with one of our esteemed Company "Neolync Telecommunication.

Your take home salary will be Rs. 16000/- after and food and transport deduction

**Other Benefits Includes**

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Food @ Shifts.
5. Transportation (Pick up & Drop).

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROX):**

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

*B. P. Dhanraj*

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Megarjal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

www.logskim.com



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations TAMILARASU VI

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs /Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



## CSR Activity Offer Letter - 2024

Dear Tharun Kumar . S

Congratulations you have been selected for Tap academy's CSR Activity 2024.

We are glad to inform you that you have successfully cleared the Interview Rounds and you are selected for the CSR Batch 2024 (Free Training & Placements).

Training will be conducted OFFLINE from Jan 2024

A detailed Email will be sent to your registered Email ID mentioning Date from TAP Academy.

### Benefits:

1. Advanced Industry standard course curriculum offered for FREE inclusive of study materials.
2. Guaranteed unlimited placement opportunities.

Note: This offer letter is not transferable and valid for one week from the batch announcement date which will be informed through mail.

● Please fill the below details and submit while enrolling for course:

Name:

Email:

Roll No:

Mobile No:

College:



Rohit Ravinder  
Founder & CEO  
TAP Academy Pvt Ltd.





Ref Code: ILM/CI/2024-2025/208

**ILM'S Educate India Internship (EII)**  
**OFFER LETTER**

To,  
Mr. Vignesh Arumugam

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/208

**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. (Online mode or a combination of 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:**  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/208

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.**
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/208

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/208

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/208

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
<b>Breakup of the Compensation</b>		<b>Deductions</b>	
Basic + VDA	₹ 16,347	Professional Tax	₹ 0
Special Allowance	₹ 860	ESI Contribution	₹ 130
Performance Based Incentives *	₹ 0	PF Contribution (Savings)	₹ 1,600
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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1

ILM/CI/EML/24-25/003/1.0

Page 6 of 5











**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

From,

Date:



Pin code:

Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_

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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations VINCENT JOEYAL PI

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations VISHNURAJ T!

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs /Backlogs/ Arrears

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On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of intent

Congratulations YASHWANTHBABU A LI

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
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- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs /Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

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## ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Phanindra R S <Phanindra.RS@itcinfotech.com>  
To: jananindevi@gmail.com <jananindevi@gmail.com>

Sun, 8 Oct, 2023 at 9:16 pm

### Campus 2024 Recruitment process



Dear Janani N,  
ITCI/2024/CAM/1306  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

**Congratulations ! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,



Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information.Security@itcinfotech.com](mailto:Information.Security@itcinfotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations AKILESHWARAN K!

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs /Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

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On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





**LOGSKIM**

One Stop Solution Provider for  
Logistics Skilled Workforce

**Offer Letter**

03-Oct-2023

To,

Miss. Devadharshini M – ECE

*Devadh - 24*

Congratulation!! We are pleased to inform that you got selected for the position of **Testing and Debugging Engineering under NAPS** with one of our esteemed Company "Neolync Telecommunication.

Your take home salary will be Rs. 16000/- after and food and transport deduction

**Other Benefits Includes**

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Food @ Shifts.
5. Transportation (Pick up & Drop).

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROXI):**

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

*B. D. Shree*

Authorized Signatory

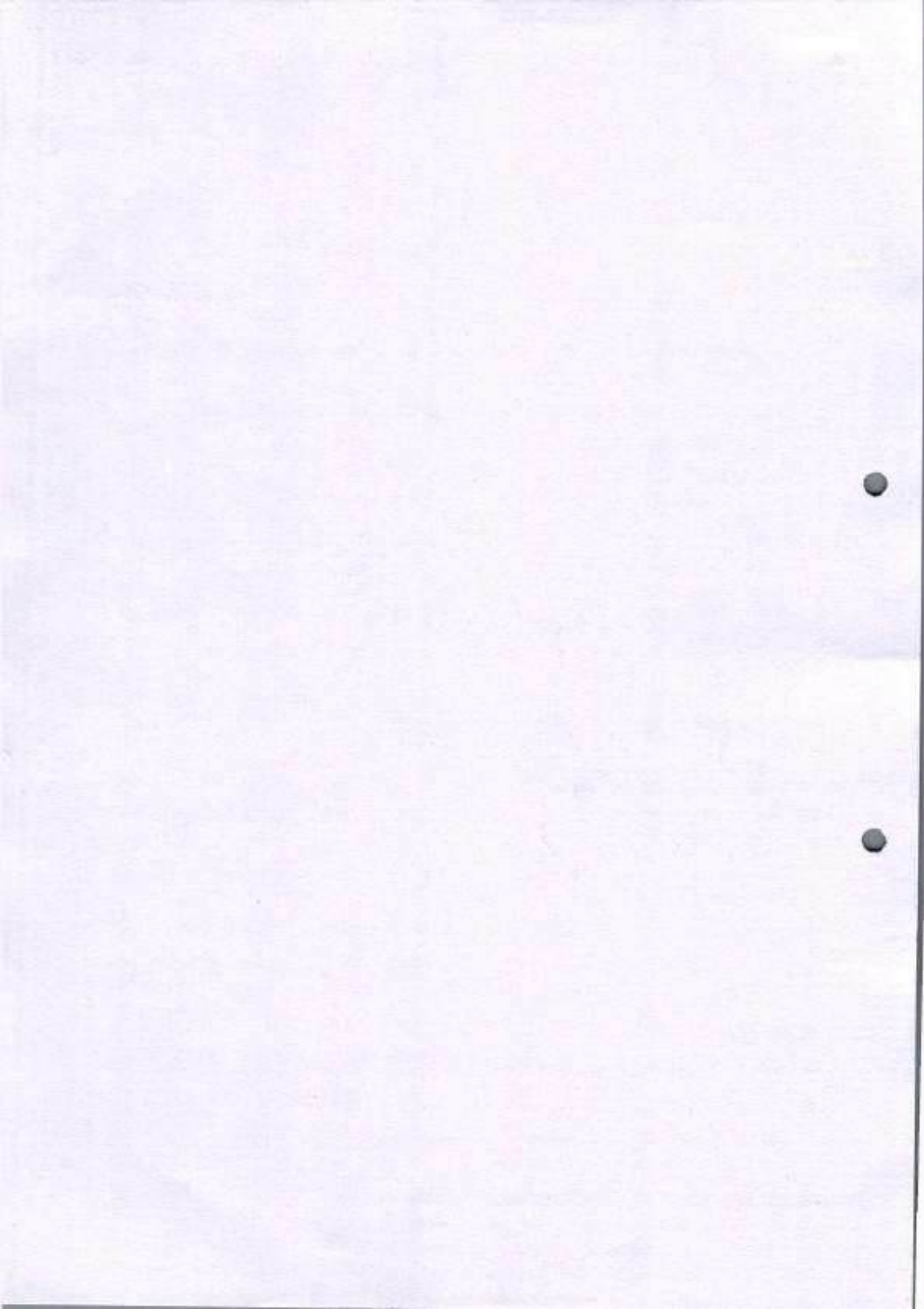


**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

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





College: Nandha Engineering College

### Offer of Intent

Congratulations MOULIDHARAN GI

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
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- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs/ Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

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Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations MYDEEPAN VI!

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

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- .Securing an average of 60% and above across all semesters during graduation
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On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.



Date:09 OCT,2023

College: Nandha Engineering College

### Offer of Intent

Congratulations NAVEEN MI

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
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This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

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On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





Dear sir/madam, I am delighted to accept your offer to join Webberax as a Junior Software Engineer - Trainee. The outlined objectives for the job align perfectly with my career goals, and I consider it a privilege to be a part of your organization. I appreciate the interactive nature of the interview process, and I am eager to contribute to the team. I look forward to starting my journey with Webberax. Thank you for this opportunity. Sincerely, Ramya M 9363352707

2 messages


Ramya Mohanraj <dazzleramya06@gmail.com>  
To: hr@webberax.com <hr@webberax.com>

Mon, Feb 12, 2024 at 12:53 PM

Hr Webberax <hr@webberax.com>  
To: Ramya Mohanraj <dazzleramya06@gmail.com>

Sat, Apr 6, 2024 at 7:25 PM


Hello Ramya,

  
**congratulations!!**

**Heartfelt**

I hope this message finds you well. I'm Suriyapriya from the recruitment team at Webberax. Welcome to Webberax, Ramya! We are confident that you will be an excellent addition to our Organization and look forward to your contributions. Congratulations once again on your selection. Here is to a successful journey ahead with us!

We understand that you might have questions or need further clarification on some aspects. Please feel free to reach out to me directly or to our HR department at [[Hr@webberax.com/7639952628](mailto:Hr@webberax.com/7639952628)] please reach out via call on weekdays between 11 AM to 7 PM. . We are here to assist you every step of the way.

  
-  
Regards  
By  
HR Manager

On Mon, Feb 12, 2024 at 12:53 PM Ramya Mohanraj <dazzleramya06@gmail.com> wrote:





Ref Code: ILM/CI/2024-2025/231

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Ms. Ramya M

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/231

**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. (Online mode or a combination of 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:**  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM/CI/2024-2025/231

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.**
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/231

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/231

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/231

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
<b>Breakup of the Compensation</b>	
Basic + VDA	₹ 16,347
Special Allowance	₹ 860
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
<b>Deductions</b>	
Professional Tax	₹ 0
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	₹ 15,277
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. (Between ₹ 500/- & ₹ 2000/- per month)	

ILM/FI023/L1

ILM/CI/EML/24-25/003/1.0

Page 6 of 6











**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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_



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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0



Date: 09 OCT, 2023

College: Nandha Engineering College

### Offer of Intent

Congratulations SIDDESH S!

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for **NCR CORPORATION, Chennai Branch** joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024

- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs / Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/ Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.

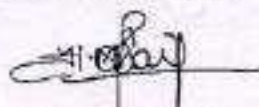


- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### JOB RESPONSIBILITIES

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
Director



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.

Reg Off : 266/2, 2nd Floor, Opp. Pothys,  
Omalar Main Road, Salem - 636 007.  
Admin Off : 11, SKC Road, Near Hotel Aishwaryaa,  
Kaikolar Thottam, Erode - 638 001.

+919500 930 856  
info@inetresource.in  
www.inetresource.in





RATHNASABAPATHY GUNASEKARAN <rathanamece@nandhaengg.org>

## Fwd: B.E. Shortlisted students list from Domex e-Data Pvt Ltd

Placement Nandha Educational Institution <placement@nandhainstitutions.org>  
To: RATHNASABAPATHY GUNASEKARAN <rathanamece@nandhaengg.org>

Fri, Apr 26, 2024 at 11:58 AM

----- Forwarded message -----

From: careers <careers@domexdata.in>  
Date: Thu, Oct 19, 2023 at 1:53 PM  
Subject: B.E. Shortlisted students list from Domex e-Data Pvt Ltd  
To: <placement@nandhainstitutions.org>

October 19, 2023

Dear Mr.Prabhu,

We are glad to inform you that we have shortlisted 8 students (6 B.E ECE, 1 EEE & 1 Chemical Engg) and the names are listed below.

We express our sincere thanks for organizing the Campus Drive in spite of your busy schedule.

We are very happy to be associated with you and we will work continuously for mutual benefits.

Please feel free to contact us for any further clarification at 044-42698483 / 42652041 / 26644633 / 26643911 / 9840066642.

Regards,

V.N. Satheesh Kumar

Director

S.No	Name	Father Name	Branch
1	Brundha.A	Arjunan.S.M	B.E. ECE
2	Dhivyadharshini.V	Vadivel.P	B.E. ECE
3	Jai Saratha.B	Baskaran.S	B.E. ECE



4	Keertha Dharshini.B	Balakrishnan.P	B.E. ECE
5	Monikka.B	Balamanian.K	B.E. ECE
6	Sudharshini.V	Velusamy.M	B.E. ECE
7	Deepika.P	Palani.M	B.E. EEE
8	Subasini.R	Rameshwara.S	B.Tech Chemical

Virus-free [www.clamav.net](http://www.clamav.net)

Molecular Connections Pvt. Ltd. ranked among the Top 15 Companies in India for Women to Work.

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--  
 Regards,  
 Dr. S. Sivaramakrishnan,  
 Placement Officer,  
 Nandha Engineering College,  
 Erode-52.  
 99655 26397.

K. VE. Prabhu,  
 Head - Corporate Relations,  
 Nandha Educational Institutions,  
 Erode-52.  
 98425 22896.



02.02.2024

**Mr.AnandhAlexander R**

**Sub: Offer Letter**

**Dear AnandhAlexander 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 blue ink, appearing to read "S.K.", is positioned above the typed name.

**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





02.02.2024

**Mr.Gokulraj P**

**Sub: Offer Letter**

**Dear Gokulraj 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,

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**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



02.02.2024

**Mr.Gokulraja R**

**Sub: Offer Letter**

**Dear Gokulraja 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,

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**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





02.02.2024

**Mr.Karthikaibalan V P**

**Sub: Offer Letter**

**Dear Karthikaibalan V 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,

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**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



02.02.2024

**Mr.Loganathan V**

**Sub: Offer Letter**

**Dear Loganathan V**

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,

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**Samit Kumar Kapat**

**Branch Manager-Bangalore**





02.02.2024

**Mr.Ranjith M**

**Sub: Offer Letter**

**Dear Ranjith 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,

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**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



02.02.2024

**Mr.Sivashankar R**

**Sub: Offer Letter**

**Dear Sivashankar 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 blue ink, appearing to read "S.K.", is positioned above the name of the sender.

**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





02.02.2024

**Mr.Sudhan V**

**Sub: Offer Letter**

**Dear Sudhan V**

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 blue ink, appearing to read "S.K.", is positioned above the typed name.

**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



02.02.2024

**Mr.Aswin kumar G**

**Sub: Offer Letter**

**Dear Aswin 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,

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**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





02.02.2024

**Mr.Bindhya P**

**Sub: Offer Letter**

**Dear Bindhya 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,

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**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



02.02.2024

**Mr.Abilash R**

**Sub: Offer Letter**

**Dear Abilash 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 blue ink, appearing to read "S.K.", is positioned above the printed name of the sender.

**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





02.02.2024

**Mr.Dhharun N M**

**Sub: Offer Letter**

**Dear Dhharun N 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,

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**Samit Kumar Kapat**

**Branch Manager-Bangalore**

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Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



02.02.2024

**Mr.Nandha kumar P**

**Sub: Offer Letter**

**Dear Nandha kumar 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,

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**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





02.02.2024

**Mr.Sudharsana Vigneshwaran A**

**Sub: Offer Letter**

**Dear Sudharsana Vigneshwaran A**

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.

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**Branch Manager-Bangalore**

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Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



02.02.2024

**Mr. Shanmuga Sundaram S**

**Sub: Offer Letter**

**Dear Shanmuga Sundaram 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.

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**Branch Manager-Bangalore**

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Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com





02.02.2024

**Mr.Vishnu G M**

**Sub: Offer Letter**

**Dear Vishnu G 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.

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Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

**Mr. S.LOGANATHAN**  
**ECE DEPARTMENT**  
**NANDHA ENGINEERING COLLEGE**  
**ERODE-PERUNDURAI MAIN ROAD**  
**VAIKKALAMEDU ERODE-638052**

**Dear Sir/Madam,**

This has reference to your application and sub request interviews you have had with Digital EPCS Pvt Ltd, we are pleased to appoint you as **Engineering** in its function based at Chennai, Your employment will be governed by the following terms and conditions:

### **Month Base Gross salary**

You will be paid a Monthly basis Salary ( **Rupees 12000 /- only** ) Ei Salary Will be revised after 3Months based on your Performance and Contribution to the Company. Your working hours will be 8:30 am to 6:00 pm as per the current company policy. The company observes a 5 day work week. Lunch Break 12.30 pm to 13.00 pm.

### **Date of Appointment**

Your date of appointment as per company records is **20.1.2024**

- At the end of the training, you will be required to submit a copy of your project report, the topic, and the timeline which will be shared by your supervisor on the day of your joining. On successful completion of the three months of the training program and after submitting the project report, you will be awarded a completion certificate that can be used for your permanent position in DIGITAL EPCS. if the Project report is not satisfactory, the training duration will be extended further for 6 months.
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  4. Passport size Photo – 2 Copy
  5. Course Completion Certificate – Original and Xerox Copy
  6. Degree Certificate – Original and Xerox Copy
- You will sign a confidentiality agreement with the company before you commence your training.
  - The training cannot be construed as employment or an offer of employment with Digital EPCS. We are happy to have you work with us.

Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)





## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

**Mr. K.SHANMUGAPRIYA**  
**ECE DEPARTMENT**  
**NANDHA ENGINEERING COLLEGE**  
**ERODE-PERUNDURAI MAIN ROAD**  
**VAIKKALAMEDU ERODE-638052**

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)

## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr. A.NIKIL  
ECE DEPARTMENT  
NANDHA ENGINEERING COLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

Dear Sir/Madam,

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

**Mr. N.POORNAVIJAY**  
**ECE DEPARTMENT**  
**NANDHA ENGINEERING COLLEGE**  
**ERODE-PERUNDURAI MAIN ROAD**  
**VAIKKALAMEDU ERODE-638052**

**Dear Sir/Madam,**

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)

## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

**Mr. S.SASIKUMAR**  
ECE DEPARTMENT  
NANDHA ENGINEERING COLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

**Dear Sir/Madam,**

This has reference to your application and sub request interviews you have had with Digital EPCS Pvt Ltd, we are pleased to appoint you as **Engineering** in its function based at Chennai, Your employment will be governed by the following terms and conditions:

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

**Mr. S.THILAK**  
**ECE DEPARTMENT**  
**NANDHA ENGINEERING COLLEGE**  
**ERODE-PERUNDURAI MAIN ROAD**  
**VAIKKALAMEDU ERODE-638052**

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

Mr. C.VISHNU  
ECE DEPARTMENT  
NANDHA ENGINEERING COLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

Dear Sir/Madam,

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)





## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

**Mr. V.VARUN**  
**ECE DEPARTMENT**  
**NANDHA ENGINEERING COLLEGE**  
**ERODE-PERUNDURAI MAIN ROAD**  
**VAIKKALAMEDU ERODE-638052**

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Anandakumar Ramakrishnan  
(DIRECTOR)



## Offer Letter-Trainee

Mambakkam  
26-DEC-2023

**Mr. J.VISHNUVARTHAN**  
ECE DEPARTMENT  
NANDHA ENGINEERING COLLEGE  
ERODE-PERUNDURAI MAIN ROAD  
VAIKKALAMEDU ERODE-638052

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Yours faithfully

Anandakumar Ramakrishnan  
(DIRECTOR)



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**OFFER LETTER**

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Dear Gobi R,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). 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 will 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**

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**Joining Date**

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We warmly welcome you to the VINS family!

Regards,



Authorised Signatory



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**OFFER LETTER**

---

Dear Gomathi P,

**Congratulations!**

You have been selected to join VINSINFO through the Off Campus Recruitment process.

We are pleased to offer you the position of **Associate Software Developer** with a consolidated pay of Rs.3,31,884/-p.a.(Rupees Three lakhs thirty one thousand eight hundred and eighty four rupees only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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Authorised Signatory



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**OFFER LETTER**

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Dear Karthikeyan S,

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Authorised Signatory



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**OFFER LETTER**

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Dear Mathiyazhan S,

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**OFFER LETTER**

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Dear Mathumitha A,

**Congratulations!**

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**OFFER LETTER**

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Dear Praveena K,

**Congratulations!**

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Authorised Signatory



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**OFFER LETTER**

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Dear Rajini R,

**Congratulations!**

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**OFFER LETTER**

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Dear Rithik P,

**Congratulations!**

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**OFFER LETTER**

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Dear Shaik Thayyaba,

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**OFFER LETTER**

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Dear Vikneshwaran T,

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**OFFER LETTER**

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Dear Dharanidra A Y,

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**OFFER LETTER**

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Dear Geetha R,

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Authorised Signatory



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**OFFER LETTER**

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Dear Indhu V J,

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Authorised Signatory



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**OFFER LETTER**

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Dear Jana M,

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Authorised Signatory



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**OFFER LETTER**

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Dear Poornima M,

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Authorised Signatory



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**OFFER LETTER**

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Dear Harikrishna C H,

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Authorised Signatory





VRM Energy Consultancy Services Pvt Ltd.  
No. 1, Rathinammal Street,  
Rangarajapuram Main Road, Kodambakkam,  
Chennai - 600024, Tamilnadu, India.

29.03.2024

Dear Ms. Abinaya G

We are excited to extend an offer of employment for the position of Graduate Engineer Trainee at VRM Energy Consultancy Services Pvt Ltd. After thoroughly reviewing your credentials and performance during the interview process, we believe that your knowledge, skills, and experience bring into line perfectly with our company's needs.

The basic salary for this position will be Rs 17000, paid per month by direct deposit starting from your first day of employment. Along with this, you'll receive benefits such as government benefits and company bonuses.

Please note that your salary and benefits will be subjected to annual reviews.

We look forward to welcoming you to our team. Please confirm your acceptance to this offer by April 5, 2024.

Sincerely,

*Vijayalakshmi*

**Vijaya Lakshmi**

HR Manager



**VRM Energy Consultancy Services Pvt Ltd.**  
No. 1, Rathinammal Street,  
Rangarajapuram Main Road, Kodambakkam,  
Chennai - 600024, Tamilnadu, India.

29.03.2024

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We are excited to extend an offer of employment for the position of Graduate Engineer Trainee at VRM Energy Consultancy Services Pvt Ltd. After thoroughly reviewing your credentials and performance during the interview process, we believe that your knowledge, skills, and experience bring into line perfectly with our company's needs.

The basic salary for this position will be Rs 17000, paid per month by direct deposit starting from your first day of employment. Along with this, you'll receive benefits such as government benefits and company bonuses.

Please note that your salary and benefits will be subjected to annual reviews.

We look forward to welcoming you to our team. Please confirm your acceptance to this offer by April 5, 2024.

Sincerely,

**Vijaya Lakshmi**

HR Manager





23 May 2024

C08062508  
 Deepika Palani  
 10/25,MANJUPALAYAM COLONY,PALLAKKAPALAYAM

Dear Deepika Palani,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - T2  
 Job Title - **Packaged App Development Associate**  
 Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

**ANNEXURE AND TERMS OF EMPLOYMENT DETAILS**

Please refer to:

- Annexure 1 for the compensation and benefits details
- Annexure 2 for documentation to be submitted by you
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, 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, as well as satisfactory



completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

**Fundamental Skill Primers Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 50% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

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



If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

**Important to note:**

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

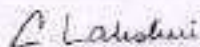
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter, if we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Deepika, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Mr Mohamed S Athaf at [campus.queries@accenture.com](mailto:campus.queries@accenture.com) should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C  
Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED

Candidate's Signature: {(Sig\_es\_signer1:signature)}

Deepika Palani

Date: {(Dte\_es\_signer1:date)}





www.realtech.in



**REAL TECH  
SYSTEMS**  
Innovation in Electronics

29/02/2024  
PERUNDURAI

Ref No: Real Tech /2024 / HR / 046

### OFFER LETTER

Dear **DHANUSH KUMAR R.**

We are happy to announce that you have been selected to fill the position of **Jr. Production Engineer**. You will be paid a Stipend of **Rs.10,000.00** per month from the date of joining ( 01/03/2024)

You will be on probation, for three months from the date of joining. Your service will be confirmed upon successful completion of probation. After that you get a Stipend of **Rs.12,000.00** Per month. On Confirmation of service, you are eligible for the following pay structure:

COMPONENTS	ANNUAL
BASIC + DA	₹ 1,00,800.00
HRA	₹ 43,200.00
PF	₹ 12,096.00
VARIABLE PAY ( Incentive )	₹ 36,000.00
INSURANCE	₹ 2,006.00
TOTAL	₹ 1,94,102.00



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**REAL TECH  
SYSTEMS**  
Innovation in Electronics

**Note :**

1. 1 year mutual agreement will be inked on the date of joining
2. The joiners should submit the following documents on the "date of joining"
  - i) Photocopy of Aadhar & Bank passbook and 2 passport-size photos
  - ii) Original certificates of 10<sup>th</sup> and 12<sup>th</sup> mark sheet

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 Systems,**

**Authorized Signatory**

**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





**LOGSKIM**  
One Stop Solution Provider for  
Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

**Mr. Dharaneesh k-EEE**

Congratulation!! We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "India Japan Lighting.

You will be paid with the **Monthly CTC of Rs. 16500/- (Including Attendance Bonus).**

### Other Benefits Includes

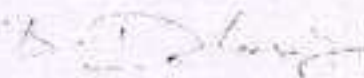
1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

  
Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, TNagar, Chennai - 600 017. Ph No +91-44-2432 0035

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



# HONEY ICONICS

GROW WITH TECHNOLOGY

## Offer Letter

Date: Sep 27, 2023

**Dinesh V**

Mobile - +91 87547 16572,

Email - dinesh972003@gmail.com

72, Poonga Nagar, Chennimalai,

Chennai - 638051.

**Dear Mr. Dinesh V,**

Congratulations! We are pleased to confirm that you have been selected to work for **Honey Iconics**. We are delighted to make you the following job offer:

The position we are offering you is that of *Flutter Developer* with an annual cost to company of 250000. This position reports to Sanjith S.

We would like you to start work on 03-04-2024. Please report to Sanjith S for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 26-03-2024 offer to indicate your acceptance of this.

We are confident you will be able to make a significant contribution to the success working with you of **Honey Iconics** and look forward to working with you.

Sincerely,

**Sanjith S**

**Honey Iconics**

**For Honey Iconics**

(Arul Muniappan)



+91 83748 12424

+91 63794 63263



info@honeyiconics.com

www.honeyiconics.com



185/18, Ani Complex, Kamarajan Road,  
Karamodai, Coimbatore-641104.





Email ID: gessdemn@gmail.com

Contact: 9566873364

GESSDEMNGLOBAL SERVICES LLP

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**Mr. Gokul S****19<sup>th</sup> July 2024**

34/2, karuvil Parai Valasu,  
Water tank, Villarasampatti, Erode.

**Subject: Appointment Letter**Dear **Gokul**,Congratulations and welcome to **Gessdemn Global Service**.

We are pleased to appoint you **Process Executive** office in **Coimbatore**. As mutually agreed, your joining date in this will be **19<sup>th</sup> July 2024**, and you will be reporting to **Mrs. Dhivya – Team Lead**.

This offer is made in consideration of your qualifications and achievements during the selection process. You have been chosen for the role of **Process Executive**. In accordance with the terms and conditions outlined here in.

Kindly confirm your acceptance of this offer online by selecting the 'Accept Offer Letter' option. Failure to accept within 7 days will be considered as declining this employment opportunity, and the offer will be automatically invalid.

Once you accept this offer, you will receive a joining letter specifying your start date and initial place of assignment. Additionally, upon completion of joining formalities in accordance with company policy, you will be provided with an appointment letter. Please note that your acceptance is contingent upon a favorable background check.



### **Location and Transfer**

You will be based out of our office in COIMBATORE.

### **Taxation**

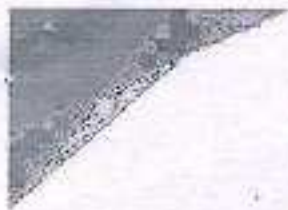
The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filling your personal returns and comply with other requirements under the India tax laws.

Reports to Peelamedu, Coimbatore-Tamil Nadu.

### **Detailed Responsibilities**

- **Process management:** Assisting with the analysis, design, and implementation of efficient business processes
- **Process improvement:** Collaborating with teams to identify areas for process improvement
- **Process audits:** Conducting regular process audits to ensure compliance and identify opportunities for enhancement
- **Workflow streamlining:** Collaborating with teams to streamline workflows and eliminate bottlenecks
- **Monitoring progress:** Tracking team progress and identifying issues.
- **Resource acquisition:** Working with the operations team to obtain necessary resources like training and support for the team's requirements
- **Developing reward systems:** Creating systems to motivate employee productivity
- **Maintaining confidentiality:** Ensuring that sensitive customer or company information is secure and protected from unauthorized access





## TERMS AND CONDITIONS

### **I. Training Period**

During the initial period of **7 Days** of your employment, you will **undergo a comprehensive training program** tailored to equip you with the necessary skills and knowledge required for your role. The training duration, content, and evaluation criteria will be communicated to you prior to commencement. Successful completion of the training program is essential to confirm your continued employment with Gessdemn Global Services. You will receive full support and guidance from our experienced team throughout this training period to ensure your smooth integration into the company and successful performance in your role.

### **II. Leave Policy**

Employees are required to notify their respective reporting manager of any leaves of absence during their job term and obtain consent from the organization.

Each employee will be eligible for **one paid leave**. Please note that **Saturday and Monday are not considered paid leave days**.

An employee will have their pay deducted for each day of leave taken beyond the allotted paid leave.

If an employee takes leave on Saturday and Monday, it will be counted as **loss of pay equivalent to two working days**.

### **III. Working Hours**

You may be required to work in shifts (**9:00 AM - 7:00 PM**) depending upon the business exigencies as permitted by law





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#### **IV. Compensation Structure/Salary components**

Your annual gross salary, inclusively of all benefits, will be **1,80,000/- per Annum**. You will be eligible for a salary of **15,000/- per month**. The compensation structure-salary can be change as the per company compensation policy from time to time at its sole discretion.

You will be eligible to receive monthly incentives as a Bonus of **2000/- after completing 6 months successfully** as per the company policy

#### **V. Increments and Promotions**

Your performance and contribution to our company will be an important consideration for salary increments and promotions. Decisions regarding salary increments and promotions will adhere to the guidelines outlined in our Gessdemn Global Service policy

#### **VI. Notice Period**

As an employee of the Gessdemn Global Service, you are required to provide either

**(a) 30 calendar days' notice**

**(b) payment equivalent to two months' salary in lieu of notice**, should you decide to resign from your position. Please be aware that the decision to accept payment in lieu of notice and issue a relieving order rests solely with the GGS. Similarly, the GGS reserves the right to terminate your employment at any point of time without your consent.

However, in cases where you violate the Company's Code of Conduct or Disciplinary Policy, the GGS may terminate your employment immediately.

**During the notice period, your salary will be credited 15 days after your relieving date.**





GESSDEMN GLOBAL SERVICES LLP

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## **VII. Background Check**

Your association with Gessdemn Global Service will be contingent upon undergoing a background check in accordance with GGS's policy. An appointed agency will conduct both internal and external background checks. Typically, these checks are finalized within one 3-7 days of your joining date. Should the background check yield unfavorable results, it may result in disciplinary measures, lead to termination of traineeship or service, without prior notice

## **VIII. Letter of Appointment**

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

## **IX. Submission of Document**

You are expected to present originals and two sets of copies of the following documents upon commencement of your employment with the Company. Should any discrepancies be identified in the documents or information provided, please be aware that the Company retains the right to rescind the offer letter or terminate your employment without prior notice or the requirement for a notice period.



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

- **10th standard marks card (Mandatory)**
- **12th standard marks card (Mandatory)**
- **Marks cards for all the years of graduation, degree, diploma certificate (Mandatory)**
- **PAN card is Mandatory.**
- **Passport size photographs (5 numbers, mandatory) One ID proof issued by the Government of India - Aadhar Card/Voter's ID (Mandatory)**
- **Professional qualification marks cards and certificate if applicable (Mandatory)**
- **Post-graduate mark cards and certificate if applicable (Mandatory)**
- **Passport (Optional)**
- **Driving License (Optional).**

1. The original documents will be returned to you after verification.
2. In addition to the above original documents, Please carry Xerox copies of 2 for each.





## RULES AND REGULATION

- I. **Code of Conduct:** All employees are expected to adhere to our company's code of conduct, promoting a professional and respectful workplace environment
- II. **Confidentiality:** Protecting confidential information is paramount. You are required to uphold strict confidentiality regarding company and client data, both during and after your employment.
- III. **Experience Certificate:** You will be eligible for your experience certificate after 6 Months of your working
- IV. **Attendance and Punctuality:** Regular attendance and punctuality are crucial for the smooth functioning of our operations. Please notify your supervisor in advance if you anticipate any lateness or absence.
- V. **Performance Expectations:** You will be evaluated based on your performance, productivity, and contribution to team goals. Regular performance reviews will be conducted to provide feedback and set development goals.
- VI. **Compliance with Laws:** You are required to comply with all applicable laws, regulations, and company policies during your employment with us.
- VII. **Health and Safety:** Your health and safety, as well as that of your colleagues, are paramount. Adherence to health and safety protocols and guidelines is mandatory.



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- VIII. **Technology and Assets:** Use of company technology, equipment, and assets should be in accordance with company policies. Misuse may result in disciplinary action.
- IX. **In disciplinary Activities:** Employee who undergoes In disciplinary activities will be terminated immediately from the organization.

### TERMINATION

The employee's termination is based on their performance and behaviour within the organization. Management has decided to take immediate action following three warning.

Your employment with the Company may be terminated by either you or the Company by providing 30 days prior written notice, or by payment of salary in lieu of notice with the consent of the Company's management.

Employees who are found guilty of misconduct or in violation of any of the policies of the company will be subject to disciplinary action including dismissal if proven guilty. Termination of your employment under this sub-paragraph shall be without bias.

**If the Company will terminate you then the salary amount will not be settle.**

To:

The Company's right to calm the actual damages it has suffered through this breach and

Any other relief to which the Company may be entitled under contract, law or equity





Email ID: gssdform@gmail.com

Contact : 956873364

GESSDEMN GLOBAL SERVICES LLP

**Misconduct will include without limiting to:**

Absence from service without prior notice in writing or without sufficient cause for seven days or more;

Conducting or encouraging a strike in violation of any law; or Causing damage to the property of the Company.

In the event that you are in the middle assignment, the Company may require you to complete all operative parts of the assignment, as determined by the Company before agreeing to relieve you from the services.

Upon the termination of your employment, you will return to the Company all papers & documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associates or branches or their clients and not retain any copies or extracts there from.

Upon expiry earlier termination of this Agreement, you will immediately return the Company, any and all documents, manuals, data, records, confidential information, intellectual property, material and other property belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the Company, without making any copies thereof and/or extracts there from. You will also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.

**If you are planning to Sudden Resignation the job In this case your working day is less than 1 Month means you will not eligible to receive the salary for the worked days.**



Email ID: gessdemn@gmail.com

Contact : 9566873364

GESSDEMN GLOBAL SERVICES LLP

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### Acceptance of Offer

If you accept all the terms and conditions of the company you are asked to sign the letter of offer and return to us.

We look forward to having you in our Gessdemn Global Service team

**Welcome to our GESSDEMN Family.**

Yours Sincerely,

**Managing Director,  
Mr. Madhava Murugan K S**





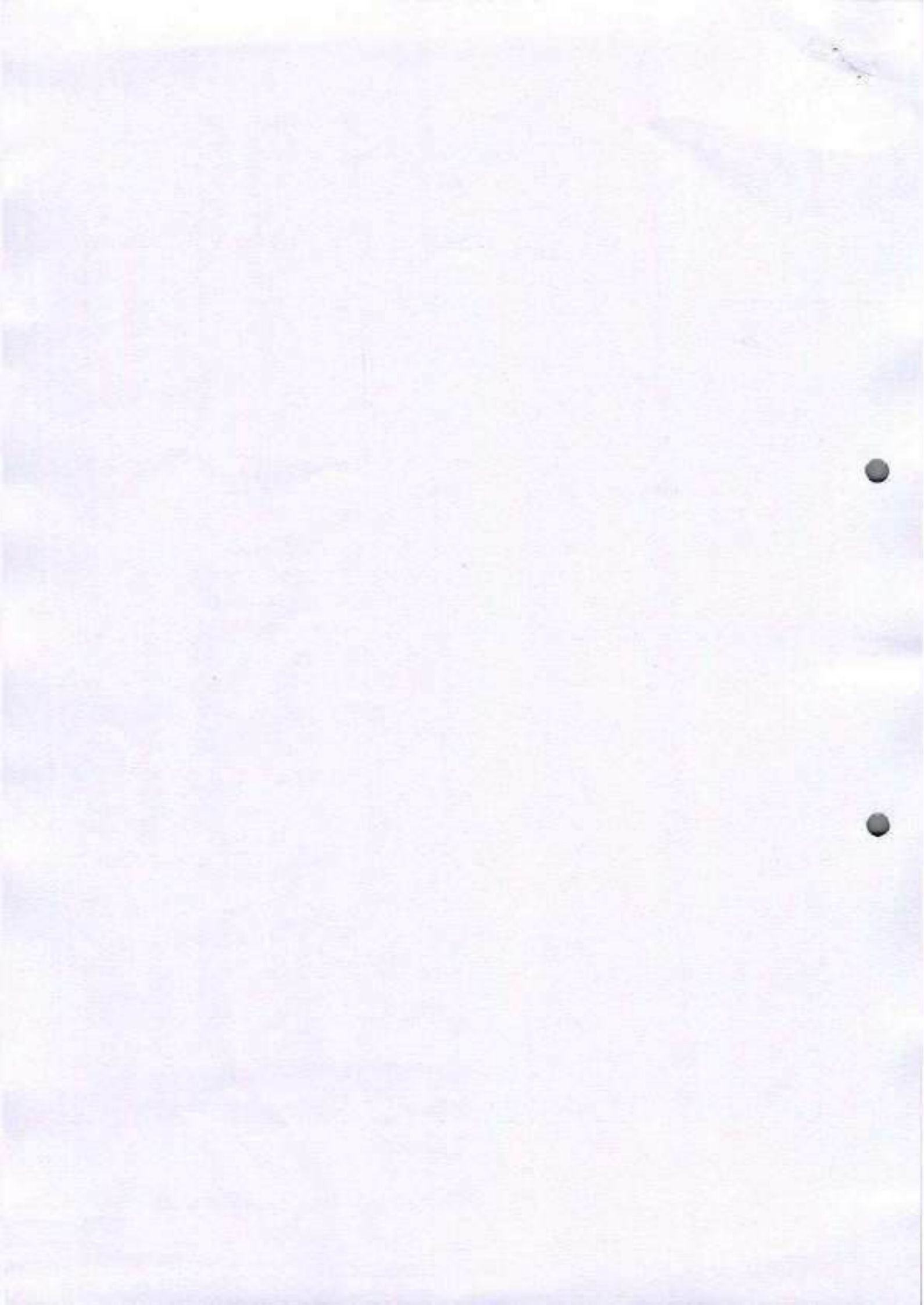
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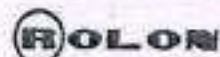
**Gokul Subramani**

GGSCBE202401S

TECHNOLOGY MADE SIMPLE







## L.G. BALAKRISHNAN & BROS LIMITED

Ganapathy, Coimbatore - 641006

Tamil Nadu, India

Tel:(0422)2532325

10.10.2023

**Mr. Gokulan S**

With reference to your application dated 06.10.2023 and the subsequent interview you had with us, we are pleased to engage you as ENGINEERING APPRENTICE in our organization on the following terms and conditions:-

1. You shall be an Apprentice for a period of one year from the date of your joining.
2. During the period of training, you will be paid a stipend of Rs.14, 000/-per month. No other allowances will be paid to you.
3. You are not eligible for any of the benefits or facilities which are given to our regular staff members such as Bonus, Leave facilities, etc during the period of training with us.
4. During your training period, if your performance or conduct is found to be not satisfactory, the Management reserves the right to terminate your training without any notice or without assigning any specific reason.
5. You will not be allowed to discontinue the training in the middle of the year. In case you discontinue the training in the middle of the year, the management is at its liberty to recover the cost of your training or the stipend that you have drawn in the concerned period whichever is higher:

### COST OF YOUR TRAINING


FIRST YEAR - Rs.15, 500/-



6. You are liable to transfer or deputed to any of our branches / departments / sister concerns during the training period for the purpose of imparting training in various aspects.
7. You shall be abide by the rules, regulations & policies of the companies which are in force and which are in enforced form time to time. If any deviations from the same will be treated as offence and appropriate action will be initiated.
8. In the event of your leaving from this company either during the period of training or completion of the same, you should not take up the employment with the competitor for a period of three years from the date of leaving, or shall not take any business in line with the business of the company for a minimum period of three years from the date of leaving. Any violation of clause, the management has either to claim / recover liquidated damages from you as fixed by the company.
9. You shall not engage yourself in any other part time job or take up any course of further studies without specific written concurrence from the Management.
10. After the completion of your training, the Management is not bound to absorb you for regular employment, nor do you have any preferential right to claim for regular employment.
11. The Management reserves its right to terminate your training at any time without giving any notice and without assigning any specific reason whatsoever.
12. You should be prepared to work in any shift of the company/department and you are liable to be transferred from one shift to another at the discretion of the management.
13. You are requested to report for training immediately.

In token of having accepted the above terms and conditions you are requested to return the duplicate copy of this letter duly signed.

For L.G. BALAKRISHNAN & BROS LIMITED

  
R. RAMESH KUMAR  
GENERAL MANAGER - HR





**Offer Letter**

03-Oct-2023

To,

Miss. Gokula Priya – EEE

Congratulation!! We are pleased to inform that you got selected for the position of **Testing and Debugging Engineering under NAPS** with one of our esteemed Company "Neolync Telecommunication.

Your take home salary will be Rs. 16000/- after and food and transport deduction

**Other Benefits Includes**


1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Food @ Shifts.
5. Transportation (Pick up & Drop).

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROX):**

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

  
Authorized Signatory



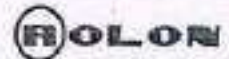
**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, TNagar, Chennai - 600 017. Ph No +91-44-2432 0035

www.logskim.com





## L.G. BALAKRISHNAN & BROS LIMITED

Ganapathy, Coimbatore - 641006

Tamil Nadu, India

Tel:(0422)2532325

10.10.2023

**Mr. Gowtham M**

With reference to your application dated 06.10.2023 and the subsequent interview you had with us, we are pleased to engage you as ENGINEERING APPRENTICE in our organization on the following terms and conditions:-

1. You shall be an Apprentice for a period of one year from the date of your joining.
2. During the period of training, you will be paid a stipend of Rs.14, 000/-per month. No other allowances will be paid to you.
3. You are not eligible for any of the benefits or facilities which are given to our regular staff members such as Bonus, Leave facilities, etc during the period of training with us.
4. During your training period, if your performance or conduct is found to be not satisfactory, the Management reserves the right to terminate your training without any notice or without assigning any specific reason.
5. You will not be allowed to discontinue the training in the middle of the year. In case you discontinue the training in the middle of the year, the management is at its liberty to recover the cost of your training or the stipend that you have drawn in the concerned period whichever is higher:

### COST OF YOUR TRAINING

FIRST YEAR - Rs.15, 500/-

Regd. Office: 6/16/13, Krishnarayapuram Road, Ganapathy, Coimbatore - 641006, Tamil Nadu, India.


CIN: L29191TZ1956PLC000257 Ph: (0422) 2532325 Fax : (0422) 2532333 E-mail : info@lgb.co.in www.lgb.co.in



6. You are liable to transfer or deputed to any of our branches / departments / sister concerns during the training period for the purpose of imparting training in various aspects.
7. You shall be abide by the rules, regulations & policies of the companies which are in force and which are in enforced form time to time. If any deviations from the same will be treated as offence and appropriate action will be initiated.
8. In the event of your leaving from this company either during the period of training or completion of the same, you should not take up the employment with the competitor for a period of three years from the date of leaving, or shall not take any business in line with the business of the company for a minimum period of three years from the date of leaving. Any violation of clause, the management has either to claim / recover liquidated damages from you as fixed by the company.
9. You shall not engage yourself in any other part time job or take up any course of further studies without specific written concurrence from the Management.
10. After the completion of your training, the Management is not bound to absorb you for regular employment, nor do you have any preferential right to claim for regular employment.
11. The Management reserves its right to terminate your training at any time without giving any notice and without assigning any specific reason whatsoever.
12. You should be prepared to work in any shift of the company/department and you are liable to be transferred from one shift to another at the discretion of the management.
13. You are requested to report for training immediately.

In token of having accepted the above terms and conditions you are requested to return the duplicate copy of this letter duly signed.

For L.G. BALAKRISHNAN & BROS LIMITED

  
R. RAMESH KUMAR  
GENERAL MANAGER - HR





# INFANT JESUS ENGG WORKS (P) LTD.

Mfrs :  
Chain Sprockets, Pump Spares & All Kinds of CNC Job Works

Ref No: 2023-24/OL/IJEW/02

Date: 22/03/2024

Name: Mr. Gowtham V

## LETTER OF EMPLOYMENT - Quality supervisor

Following our recent discussions, we are happy to offer you the position of Quality Supervisor in Our Organization. You will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice

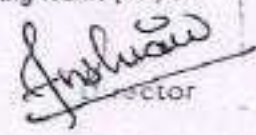
As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing.

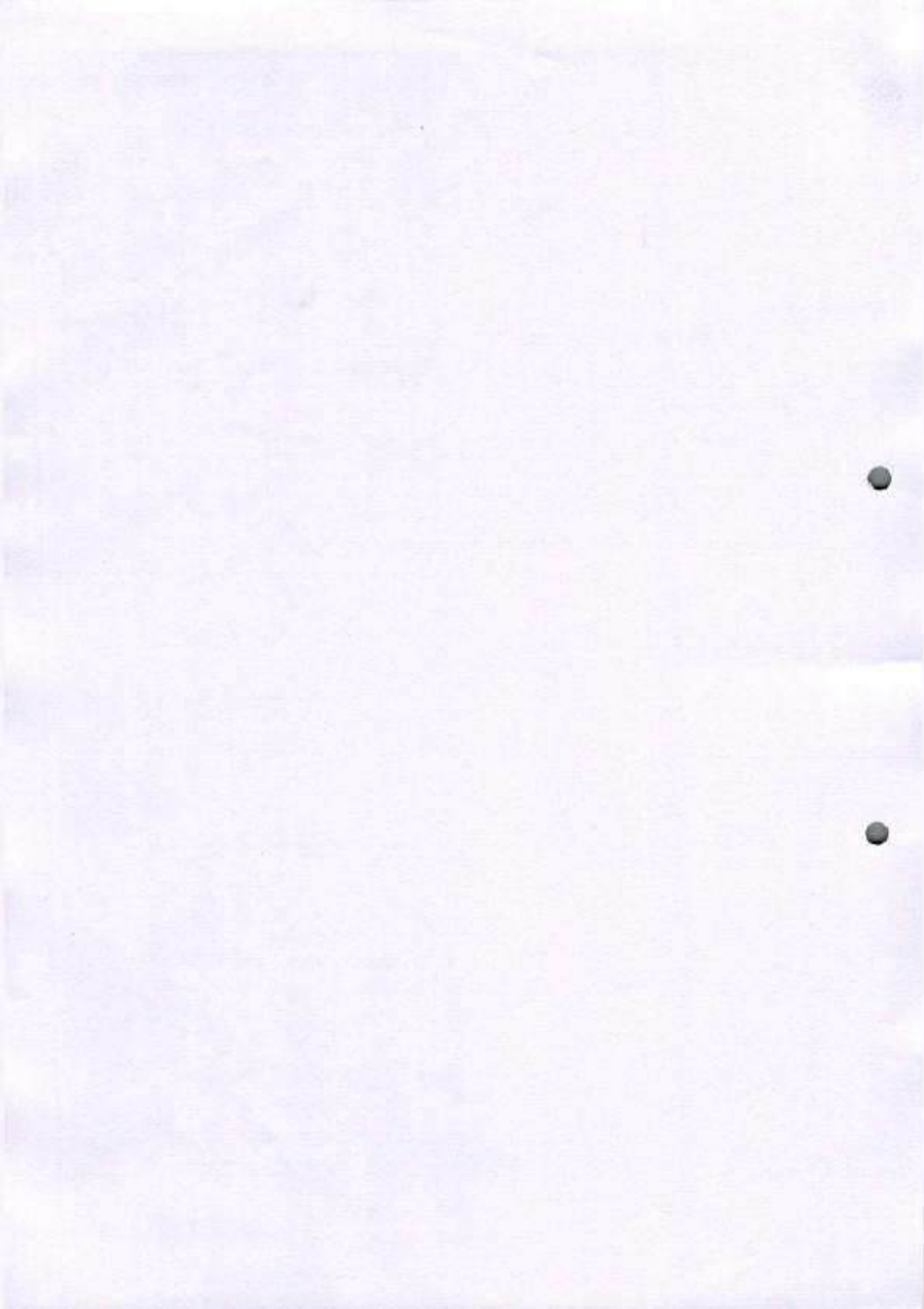
- Job description : QUALITY SUPERVISOR
- Start date : 30/05/2024
- Salary : RS.16000
- Probation : 1 YEAR
- Group benefits : ESI AND PF ACCOMODATION
- Hours of work : 12 HOURS
- Reporting Person : PRODUCTION MANAGER

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to date.

For Infant Jesus Engineering Works (Pvt) Ltd

  
  
 Director







WONJIN AUTOPARTS INDIA PVT. LTD..

Plot No. A1 K  
CMDA Industrial Complex,  
Maraimalai Nagar - 603 209.  
Tel : 91 - 44 - 4740 4400  
Fax : 044 - 4740 0142  
e-mail : hr@onegeneindia.in

DATE: 24.1.23

**OFFER LETTER**

TO: MR. B. HARIKRISHNAN

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

- Stipend : Rs. 15,000/- pm
- Special Process Allowances : Rs4, 000/- (Brazing)
- E S I Deduction part : Applicable (0.75 % on Gross Salary)
- Facilities provided : Subsidized Food, ESI,  
Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN '24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.





Terms and conditions:

1. You should obey the rules and regulations of the company.
2. You are request to inform your date of joining before 3 days through your Placement Officer (OR) authorized person.
3. Initial training period is for three days (which does not carry stipend).
4. After the successful completion of training period, salary will give as per company norms.
5. If you have any further assistance kindly, you may contact to HR department at the time of joining.
6. You must wear safety shoe inside the company.
7. If you are working for less than 1 year, The Management will not issue service certificate.
8. If you want to relive from the company, resignation letter should submit before one month to HR Department.

\*\*\*Welcome onboard\*\*\*



For Wonjin Autoparts India Pvt. Ltd.  
  
J. Maria Jeya Balan  
Managing Director



**VRM Energy Consultancy Services Pvt Ltd.**  
No. 1, Rathinammal Street,  
Rangarajapuram Main Road, Kodambakkam,  
Chennai – 600024, Tamilnadu, India.

29.03.2024

Dear Ms. Indira Prabha R

We are excited to extend an offer of employment for the position of Graduate Engineer Trainee at VRM Energy Consultancy Services Pvt Ltd. After thoroughly reviewing your credentials and performance during the interview process, we believe that your knowledge, skills, and experience bring into line perfectly with our company's needs.

The basic salary for this position will be Rs 17000, paid per month by direct deposit starting from your first day of employment. Along with this, you'll receive benefits such as government benefits and company bonuses.

Please note that your salary and benefits will be subjected to annual reviews.

We look forward to welcoming you to our team. Please confirm your acceptance to this offer by April 5, 2024.

Sincerely,

**Vijaya Lakshmi**

HR Manager





Ref Code: ILM/CI/2024-2025/203

**ILM'S Educate India Internship (EII)**  
**OFFER LETTER**

To,  
Mr. Jeffrin Samuel S

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





*Ref Code: ILM/CI/2024-2025/203*

**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. (Online mode or a combination of 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:**  
 Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.





Ref Code: ILM / CI / 2024-2025 / 203

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/203

### Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/203

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 31-03-2024, 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/2024-2025/203

Annexure - 1											
CTC Breakup Per Month											
CTC	₹ 21,000										
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Deductions</th> </tr> </thead> <tbody> <tr> <td>Professional Tax</td> <td>₹ 0</td> </tr> <tr> <td>ESI Contribution</td> <td>₹ 130</td> </tr> <tr> <td>PF Contribution (Savings)</td> <td>₹ 1,800</td> </tr> </tbody> </table>		Deductions		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800		
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<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">ILM'S Contribution</th> </tr> </thead> <tbody> <tr> <td>ESI Contribution</td> <td>₹ 560</td> </tr> <tr> <td>PF Contribution (Savings)</td> <td>₹ 1,800</td> </tr> <tr> <td>Bonus (will be paid in / after April)</td> <td>₹ 1,433</td> </tr> <tr> <td>Total (2)</td> <td>₹ 3,793</td> </tr> </tbody> </table>		ILM'S Contribution		ESI Contribution	₹ 560	PF Contribution (Savings)	₹ 1,800	Bonus (will be paid in / after April)	₹ 1,433	Total (2)	₹ 3,793
ILM'S Contribution											
ESI Contribution	₹ 560										
PF Contribution (Savings)	₹ 1,800										
Bonus (will be paid in / after April)	₹ 1,433										
Total (2)	₹ 3,793										
Take Home	₹ 15,277										
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. (Between ₹ 500/- & ₹ 2000/- per month)											

ILM/E/023/L1

ILM/CI/EML/24-25/003/ 1.0

Page 5 of 6





## L.G. BALAKRISHNAN & BROS LIMITED

Ganapathy, Coimbatore - 641006

Tamil Nadu, India

Tel:(0422)2532325

10.10.2023

**Mr. Karthi P**

With reference to your application dated 06.10.2023 and the subsequent interview you had with us, we are pleased to engage you as ENGINEERING APPRENTICE in our organization on the following terms and conditions:-

1. You shall be an Apprentice for a period of one year from the date of your joining.
2. During the period of training, you will be paid a stipend of Rs.14, 000/-per month. No other allowances will be paid to you.
3. You are not eligible for any of the benefits or facilities which are given to our regular staff members such as Bonus, Leave facilities, etc during the period of training with us.
4. During your training period, if your performance or conduct is found to be not satisfactory, the Management reserves the right to terminate your training without any notice or without assigning any specific reason.
5. You will not be allowed to discontinue the training in the middle of the year. In case you discontinue the training in the middle of the year, the management is at its liberty to recover the cost of your training or the stipend that you have drawn in the concerned period whichever is higher.

### COST OF YOUR TRAINING


FIRST YEAR - Rs.15, 500/-



6. You are liable to transfer or deputed to any of our branches / departments / sister concerns during the training period for the purpose of imparting training in various aspects.
7. You shall be abide by the rules, regulations & policies of the companies which are in force and which are in enforced form time to time. If any deviations from the same will be treated as offence and appropriate action will be initiated.
8. In the event of your leaving from this company either during the period of training or completion of the same, you should not take up the employment with the competitor for a period of three years from the date of leaving, or shall not take any business in line with the business of the company for a minimum period of three years from the date of leaving. Any violation of clause, the management has either to claim / recover liquidated damages from you as fixed by the company.
9. You shall not engage yourself in any other part time job or take up any course of further studies without specific written concurrence from the Management.
10. After the completion of your training, the Management is not bound to absorb you for regular employment, nor do you have any preferential right to claim for regular employment.
11. The Management reserves its right to terminate your training at any time without giving any notice and without assigning any specific reason whatsoever.
12. You should be prepared to work in any shift of the company/department and you are liable to be transferred from one shift to another at the discretion of the management.
13. You are requested to report for training immediately.

In token of having accepted the above terms and conditions you are requested to return the duplicate copy of this letter duly signed.

For L.G. BALAKRISHNAN & BROS LIMITED

  
R. RAMESH KUMAR  
GENERAL MANAGER - HR





**LOGSKIM**

One Stop Solution Provider for  
Logistics Skilled Workforce

**Offer Letter**

03-Oct-2023

To,

Mr. Karthikeyan G – EEE

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "India Japan Lighting.

You will be paid with the **Monthly CTC of Rs. 16500/- (Including Attendance Bonus).**

**Other Benefits Includes**


1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROX):**

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

  
Authorized Signatory



**Logskim Solutions Private Limited**

[Formerly known as Logskim Staffing Service Pvt. Ltd.,]

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Moganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No: +91-44-2432 0035

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



**LOGSKIM**  
One Stop Solution Provider for  
Logistics Skilled Workers

Offer Letter

03-Oct-2023

To,

**Kavin Prasanth B-EEE**

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company **"India Japan Lighting**.

You will be paid with the **Monthly CTC of Rs. 16500/- (Including Attendance Bonus)**.

Other Benefits Includes

- 1. Medical Insurance.
- 2. Uniform & Safety shoe (if applicable).
- 3. Accommodation Assistance.
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You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

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We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

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**Logskim Solutions Private Limited**

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Roop Emerald, New No: 45,2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

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



May 21, 2024

To,

**Mr. Logendran,**  
No: 16A/NA, CS Nagar, K.KULAM,  
Veerappanchatram,  
Erode - 638004

Dear Mr. Logendran,

With reference to the discussions we had with you on **March 27, 2024**, we are pleased to offer you an appointment in our company on the following terms and conditions:

1. Designation: **RND - Entry Level**
2. Salary details,
  1. Your CTC will be 16070/- (Rupees Sixteen Thousand Seventy Only).
3. Reporting: You will be reporting to the AGM - ICC
4. Place of Work: You will be placed at Rnd Softech 274/4 Anna Private Industrial Estate, Vilankurichi Post, and Coimbatore- 641035. However, your services are transferable to any place in the country or abroad or to any of its associate or sister concern or its subsidiary, which may come up in the future at the sole discretion of the management.
4. Joining: The tentative date of joining will be **May 21, 2024**.
5. Training: You will be on training for a period of 5 months. The said training period will be extended further in case the same is considered necessary by the management. If your performance is considered satisfactory by the management you will be confirmed in the service of the company. Your services will be shifted internally to any process according to the requirements of the company from time to time.
6. Agreement: You will have to execute a service agreement with the company for 365 Days excluding the training period along with a Non-Disclosure Agreement.
7. You will not be eligible for any type of leave during your training period of 5 months.
8. This offer is valid for a time frame of 7 days from the date of issue. This offer will become invalid if any information provided by you is found to be untrue/incorrect.
9. Termination: Your services shall be terminated even during the training period of employment due to A) Inefficiency/non-satisfactory performance. B) Indiscipline/Misbehavior. C) If produced wrong/incorrect/false information.
10. Please sign and return duplicate copy of this letter through post or in person as of your acceptance of the terms and conditions mentioned herein on or before **May 21, 2024**.

For RND Softech Private Limited.

Assistant Manager -Talent Acquisition

**RND SOFTECH PRIVATE LIMITED**

S.F.No : 274/4, Anna Private Industrial Estate, Vilankurichi Road, Coimbatore - 641 035, India.  
Tel : +91 85264 44408, 85264 44409, CIN : U72200TZ1998PTC008407, GSTIN : 33AABCR4136Q1Z5, IECN : 3899000099  
Email : info@rndsoftech.com, Visit us at : www.rndsoftech.com

# ***Rndsoft***



**Logendran**

**CC24054143**

**RND - Entry Level**

A handwritten signature in black ink, appearing to be 'Logendran'.

---

**AGM - HR & ADMIN**

**Emergency Contact No**

**9842121616**





WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K  
CMDA Industrial Complex,  
Maraimalai Nagar - 603 209.  
Tel : 91 - 44 - 4740 4400  
Fax : 044 - 4740 0142  
e-mail : hr@onegeneindia.in

22.01.2024

TO,

MR. A. MANOJ.

Dear

With reference to, your application and the subsequent interview held with us, we are pleased to appoint you as

G.A.T

subject to the

following:

#### TERMS AND CONDITIONS

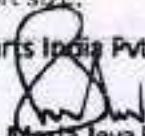
1. You will be paid a stipend of Rs. 14,000 /- p.m. and attendance incentive Rs.1, 000. This appointment will be subject to your being found medically, physically and mentally fit.
2. You will be under training for a period of 24 months. If the management is not satisfied with your work and conduct, your services shall be terminated without notice at any time during or on completion of the Training period. This Training will be liable to such extension(s) as the management may deem fit in its sole discretion.
3. This appointment is further subject to verification of the particulars given by you on your application form. In case, any particular/particulars mentioned by you in the application for appointment found false or incorrect, your Service shall be terminated without any notice.
4. The management will expect you to work in the section in which you are placed with a high standard of discipline, initiative, efficiency and economy.



5. You will devote your whole time to the work of the management and will not undertake any other direct/indirect business or work, honorary or remuneratory, except with the written permission of the management.
6. You will not give to any one, by word of mouth or otherwise, particulars or details of our manufacturing processes, technical expertise or of administrative and / or organizational matters, whether of confidential or secret nature you while being associated with our company may know that.
7. If for a period of eight consecutive working days, you absent yourself without prior, proper communication to the company in writing or without prior sanction of leave or overstay the sanction leave by such period, it shall deemed that you have abandoned your employment voluntarily terminating your services thereby.
8. If the management finds continuous deterioration in your performance for consecutive periods, your services will be liable for termination without any recourse to payment of compensation and you will forfeit the right to claim all your pending salary and allowances.
9. Notwithstanding any of the clauses of this letter of appointment, the management reserves the right of terminating your appointment with out assigning any reason and without notice during your training period.
10. Your service will automatically conclude on completion of Two years. An extension may, however, be given at the discretion of the management.

If you accept the above terms, you are required to return the Xerox copy of this letter of appointment duly signed by you in token of your acceptance within one week and report for duty along with copies of your Certificates and two copies of the latest photograph of passport size.

For Wonjin Autoparts India Pvt. Ltd.

  
J. Mani Jeya Balan  
Managing Director

I accept the appointment and its terms and conditions.



(Applicant)





WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K  
CMDA Industrial Complex,  
Maraimalai Nagar - 603 209.  
Tel : 91 - 44 - 4740 4400  
Fax : 044 - 4740 0142  
e-mail : hr@onegeneindia.in

DATE: 24/11.23

**OFFER LETTER**

TO: MR. MOHAN CHANDRU

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend : Rs. 15,000/- pm  
Special Process Allowances : Rs4, 000/- (Brazing)  
E S I Deduction part : Applicable (0.75 % on Gross Salary)  
Facilities provided : Subsidized Food, ESI,  
Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN '24 based on offer letter.

**Please bring with you the following documents:**

Attested Copy of Educational certificates.  
Two latest passport size photographs.  
Medical Fitness Certificate.  
I.D.Proof.  
Address Proof.  
Aadhar Card.  
Bank Pass Book.



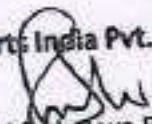
Terms and conditions:

1. You should obey the rules and regulations of the company.
2. You are request to inform your date of joining before 3 days through your Placement Officer (OR) authorized person.
3. Initial training period is for three days (which does not carry stipend).
4. After the successful completion of training period, salary will give as per company norms.
5. If you have any further assistance kindly, you may contact to HR department at the time of joining.
6. You must wear safety shoe inside the company.
7. If you are working for less than 1 year. The Management will not issue service certificate.
8. If you want to relive from the company, resignation letter should submit before one month to HR Department.

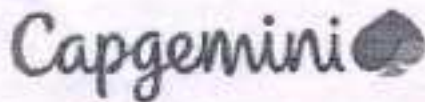
\*\*\*Welcome onboard\*\*\*



For Wonjin Autoparts India Pvt. Ltd.

  
J. Maria Jeya Balan  
Managing Director





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 4354797**

**Letter of Intent ("LOI")**

June 14, 2024

Dear Mythili R,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further



training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

Mythili R, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234664398/Chennai**  
**Date: 14/07/2024**

Mr. Prasanth Rj  
775/Bharathi Nagar/BhavaniKalingarayanpalayam,  
Mettunasuvampalayam,  
Bhavani-638301,  
Tamil Nadu.  
Tel# 91-6383967123

Dear Prasanth Rj,

**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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
TCSL/DT20234664398

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

41/5/27/24, Ramana Nagar, Sholinganapur, Old Mahalingapur, Chennai-600 075, Tamil Nadu, India

Tel: 91 44 6515 2222 Fax: 91 44 6515 2505 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Narayan Point, Mumbai-400 021

TCS Careers Service Line: 1800 200 3333 Email: careers@tcs.com





## 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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## 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.

## 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.

TCS Confidential  
TCSL/DT20234684398

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21/24, Kumbhariya Nagar, Sholinganallur, Old Mahalingapuram, Chennai-600 119 Tamil Nadu, India

Tel: 91 44 6635 2222 Ext: 91 44 6635 2535 Fax: 91 44 6635 2535

Registered Office: 100, Park Street, New York, Mumbai-400 021

CS Copiers: Chennai/Pur: 1900 220 5113 Fax: Chennai: 1900 220 5113





## 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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

**Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

**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









## 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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

## 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 ILP Program

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

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

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





## 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 & Academic Interface



- 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 Rj
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>

# 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.

\*\*\* 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.

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
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. 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. Restriction on Associate's Rights**

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

**8. No License**

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



## **9. Equitable Rights**

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

## **10. General**

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.





**LOGSKIM**  
One Stop Solution Provider for  
Logistics Driven Workforce

## Offer Letter

03-Oct-2023

To,

**Priyadharshini S-EEE**

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "India Japan Lighting.

You will be paid with the **Monthly CTC of Rs. 16500/- (Including Attendance Bonus).**

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof. Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No. 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

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



**Offer Letter**

03-Oct-2023

To,  
**Mr. Raghul Ritheesh S - EEE**

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "**India Japan Lighting**."

You will be paid with the **Monthly CTC of Rs. 16500/- (Including Attendance Bonus)**.

**Other Benefits Includes**

- 1. Medical Insurance.
- 2. Uniform & Safety shoe (if applicable).
- 3. Accommodation Assistance.
- 4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original **Aadhar Card** without fail on the **Date of Joining**.

**Documents Required (XEROX):**

- 1. Resume
- 2. Aadhar Card
- 3. Bank Passbook / Cancelled cheque with IFSC code detail
- 4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
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- 8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.)





## L.G. BALAKRISHNAN & BROS LIMITED

Ganapathy, Coimbatore - 641006

Tamil Nadu, India

Tel:(0422)2532325

10.10.2023

**Mr. Rohith D**

With reference to your application dated 06.10.2023 and the subsequent interview you had with us, we are pleased to engage you as ENGINEERING APPRENTICE E in our organization on the following terms and conditions:-

1. You shall be an Apprentice for a period of one year from the date of your joining.
2. During the period of training, you will be paid a stipend of Rs.14, 000/-per month. No other allowances will be paid to you.
3. You are not eligible for any of the benefits or facilities which are given to our regular staff members such as Bonus, Leave facilities, etc during the period of training with us.
4. During your training period, if your performance or conduct is found to be not satisfactory, the Management reserves the right to terminate your training without any notice or without assigning any specific reason.
5. You will not be allowed to discontinue the training in the middle of the year. In case you discontinue the training in the middle of the year, the management is at its liberty to recover the cost of your training or the stipend that you have drawn in the concerned period whichever is higher.

### COST OF YOUR TRAINING


FIRST YEAR - Rs.15, 500/-



6. You are liable to transfer or deputed to any of our branches / departments / sister concerns during the training period for the purpose of imparting training in various aspects.
7. You shall be abide by the rules, regulations & policies of the companies which are in force and which are in enforced form time to time. If any deviations from the same will be treated as offence and appropriate action will be initiated.
8. In the event of your leaving from this company either during the period of training or completion of the same, you should not take up the employment with the competitor for a period of three years from the date of leaving, or shall not take any business in line with the business of the company for a minimum period of three years from the date of leaving. Any violation of clause, the management has either to claim / recover liquidated damages from you as fixed by the company.
9. You shall not engage yourself in any other part time job or take up any course of further studies without specific written concurrence from the Management.
10. After the completion of your training, the Management is not bound to absorb you for regular employment, nor do you have any preferential right to claim for regular employment.
11. The Management reserves its right to terminate your training at any time without giving any notice and without assigning any specific reason whatsoever.
12. You should be prepared to work in any shift of the company/department and you are liable to be transferred from one shift to another at the discretion of the management.
13. You are requested to report for training immediately.

In token of having accepted the above terms and conditions you are requested to return the duplicate copy of this letter duly signed.

For L.G. BALAKRISHNAN & BROS LIMITED

  
R. RAMESH KUMAR  
GENERAL MANAGER - HR





**LOGSKIM**

One Stop Solution Provider for  
Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

Mr. Sabarinath V – EEE

Congratulation!! We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "India Japan Lighting.

You will be paid with the **Monthly CTC of Rs. 16500/- (Including Attendance Bonus).**

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

Authorized Signatory



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www.logskim.com



www.realtech.in



**REAL TECH  
SYSTEMS**  
Innovation in Electronics

29/02/2024  
PERUNDURAI

Ref No: Real Tech /2024 / HR / 040

**OFFER LETTER**

Dear **SAMPATH KUMAR R,**

We are happy to announce that you have been selected to fill the position of **Jr. Technical Engineer**. You will be paid a Stipend of **Rs.10,000.00** per month from the date of joining ( 01/03/2024)

You will be on probation, for three months from the date of joining. Your service will be confirmed upon successful completion of probation. After that you get a Stipend of **Rs.12,000.00** Per month. On Confirmation of service, you are eligible for the following pay structure:

COMPONENTS	ANNUAL
BASIC + DA	₹ 1,00,800.00
HRA	₹ 43,200.00
PF	₹ 12,096.00
VARIABLE PAY ( Incentive )	₹ 36,000.00
INSURANCE	₹ 2,006.00
TOTAL	₹ 1,94,102.00





**Note :**

1. 1 year mutual agreement will be inked on the date of joining
2. The joiners should submit the following documents on the "date of joining"
  - i) Photocopy of Aadhar & Bank passbook and 2 passport-size photos
  - ii) Original certificates of 10<sup>th</sup> and 12<sup>th</sup> mark sheet

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 Systems,**

**Authorized Signatory**

**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



**OFFERLETTER**

Dear Sanjay P

We are pleased to offer you employment for the position of Quality Engineer Trainee with DELPHI-TVS TECHNOLOGIES LTD Chennai-45.

**STIPEND IN TRAINING PERIOD**

You are expected to do the Internship in our organization we expect you to work on the full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.18200/ (Rupees Eighteen Thousand Two hundred Only).

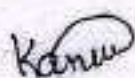
(Note: The above may not apply to you if your college does not permit internship).

Details	Monthly	Annual
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	1600	19200
Other Allowance & Flexible Component	1600	19200
<b>Gross Salary</b>	<b>18200</b>	<b>218400</b>
Employer Provident Fund 12% of Basic+ TA*	1800	21600
<b>Cost to Company (CTC)</b>	<b>20000</b>	<b>240000</b>
Internet allowance**		500
Prosperity Sharing Plan***		6000
<b>Compensation for the first year</b>		<b>246500</b>
<b><u>OTHER BENEFITS:</u></b>		
<b>I. GRATUITY SALARY REVISION</b>		
Revision to your compensation will be after one year from the date of joining.		

With Best Wishes,

Yours Sincerely

FOR DELPHI-TVS TECHNOLOGIES LTD



M.K. KANNAN BABU  
Deputy General Manager - HR  
Ref: HR/2023/2143

DATE: 20.03.2024







Date: 09 OCT 2023

College: Nandha Engineering College

### Offer of Intent

Congratulations SANJAYSABARI S!

We are pleased to make your students this offer of intent for the position of **Graduate Apprentice Trainee**. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- . Passing the final semester examination of graduation in the first attempt
- . Securing an average of 60% and above across all semesters during graduation
- . Securing 60% and above in SSC, HSC and/or Diploma
- . Being found medically fit by an authorized doctor and authorizing no significant medical history
- . Submitting all necessary documents at the time of joining
- . Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024
- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs / Arrears

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





29/02/2024  
PERUNDURAI

Ref No: Real Tech /2024 / HR / 041

**OFFER LETTER**

Dear SHANKAR L,

We are happy to announce that you have been selected to fill the position of **Jr. Technical Engineer**. You will be paid a Stipend of **Rs.10,000.00** per month from the date of joining ( 01/03/2024)

You will be on probation, for three months from the date of joining. Your service will be confirmed upon successful completion of probation. After that you get a Stipend of **Rs.12,000.00** Per month. On Conformation of service, you are eligible for the following pay structure:

COMPONENTS	ANNUAL
BASIC + DA	₹ 1,00,800.00
HRA	₹ 43,200.00
PF	₹ 12,096.00
VARIABLE PAY ( Incentive )	₹ 36,000.00
INSURANCE	₹ 2,006.00
<b>TOTAL</b>	<b>₹ 1,94,102.00</b>





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SYSTEMS**  
Innovation in Electronics

**Note :**

1. 1year mutual agreement will be inked on the date of joining
2. The joiners should submit the following documents on the "date of joining"
  - i) Photocopy of Aadhar & Bank passbook and 2 passport-size photos
  - ii) Original certificates of 10<sup>th</sup> and 12<sup>th</sup> mark sheet

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 Systems,**

**Authorized Signatory**

**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


**LOGSKIM**

 One Stop Solution Provider for  
 Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

**Sekar P-EEE**

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee** under NAPS with one of our esteemed Company "India Japan Lighting.

You will be paid with the **Monthly CTC of Rs. 16500/- (including Attendance Bonus).**

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

Authorized Signatory


**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No- 45,2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0055

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





www.realtech.in



**REAL TECH  
SYSTEMS**  
Innovation in Electronics

29/02/2024  
PERUNDURAI

Ref No: Real Tech /2024 / HR / 045

### OFFER LETTER

Dear SHIVA G,

We are happy to announce that you have been selected to fill the position of **Jr. Technical Engineer**. You will be paid a Stipend of **Rs.10,000.00** per month from the date of joining ( 01/03/2024)

You will be on probation, for three months from the date of joining. Your service will be confirmed upon successful completion of probation. After that you get a Stipend of **Rs.12,000.00** Per month. On Conformation of service, you are eligible for the following pay structure:

COMPONENTS	ANNUAL
BASIC + DA	₹ 1,00,800.00
HRA	₹ 43,200.00
PF	₹ 12,096.00
VARIABLE PAY ( Incentive )	₹ 36,000.00
INSURANCE	₹ 2,006.00
TOTAL	₹ 1,94,102.00





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Innovation in Electronics

**Note :**

1. 1year mutual agreement will be inked on the date of joining
2. The joiners should submit the following documents on the "date of joining"
  - i) Photocopy of Aadhar & Bank passbook and 2 passport-size photos
  - ii) Original certificates of 10<sup>th</sup> and 12<sup>th</sup> mark sheet

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 Systems,**

**Authorized Signatory**

**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





09 April 2024

CD6467238  
 Sindhuvarshini Krishnamoorthy  
 10, kanneyan street , Arochar , Erode

Dear Sindhuvarshini Krishnamoorthy,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Center, India, as per the terms and conditions of the offer letter and its accompanying annexures.

Management Level - 12  
 Job Title - Packaged App Development Associate  
 Job Family Group - Software Engineering

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

**ANNEXURE AND TERMS OF EMPLOYMENT DETAILS**

Please refer to:

- Annexure 1 for the compensation and benefits details
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme.

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that, after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, 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, as well as satisfactory

1 Candidate's Signature ({{Sig\_es\_signer1 signature}})



completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

**Fundamental Skill Primers Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture provides an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 50% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

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



If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

**Important to note**

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

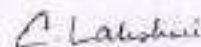
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Sincerely, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact CHAITRA H S at campus.queries@accenture.com should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C  
Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED

Candidate's Signature {{Sig\_es\_signer1.signature}}  
Sridharshini Krishnamoorthy

Date: {{Dte\_es\_signer1.date}}



**ANNEXURE 1 - COMPENSATION & BENEFITS**

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential (at maximum 8.5%)	INR 32,555/-
Annual Total earning potential (A+B)	INR 415,555/-
(C) Additional National Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
National Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional National Benefits (A+B+C)	INR 435,755/-
(D) Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

**\*Total Cash Compensation Elements**

**Annual Fixed Compensation\*\***

\*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components – Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

**Note: For International Worker Only\***



As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.  
\*As defined by applicable law from time to time.

#### VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of those payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,95,000/- (if you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependant children up to INR 5,00,000/- per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to review from time to time.
- b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000/- and siblings up to INR 10,00,000/- You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000/- The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependant children
- 20% of such claims for parents, parent's in-law and siblings under the separate insurance plan

Please note that all Insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

2. Personal Accident coverage for self, up to three times your annual fixed compensation.



a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

#(C) Non-sonal Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

\*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his / her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service.

**JOINING BONUS**

You would receive a discretionary joining bonus of INR 25,000/- in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of 12 months of employment with the Company, the full amount of joining bonus (respective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.



Please note:

• Joining bonus amount, as paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you.

#### **RELOCATION ASSISTANCE**

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2,500/- to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates re: your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one-time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application (Expense type - Other Expense - Sub-Type-Relocation Expenses (Domestic) - Relocation Type: New Joiner Relocation (NJR) - within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

#### **STATUTORY BONUS**

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

#### **GST CLAUSE**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture changes. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.



Any shortfalls will be adjusted against any further amounts due and payable to you.

**GENERAL TAX**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

#### ANNEXURE 2 - REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/P6/Diploma (whichever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy, if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and feeding Aadhaar with UAN, as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



**ANNEXURE 3- REMOTE WORKING CONDITIONS- DECLARATION**

**NOTE**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location (referred as your Accenture Base Location)
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

**While working remotely:**

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

#### ANNEXURE 4. DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_

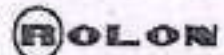
Sindhavishni Krishnamoorthy

Date: {{Date\_es\_signer1|date}}

#### Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."





## L.G. BALAKRISHNAN & BROS LIMITED

Ganapathy, Coimbatore - 641006  
Tamil Nadu, India  
Tel:(0422) 2532325

10.10.2023

**Mr. Sridhar S**

With reference to your application dated 06.10.2023 and the subsequent interview you had with us, we are pleased to engage you as ENGINEERING APPRENTICE in our organization on the following terms and conditions:-

1. You shall be an Apprentice for a period of one year from the date of your joining.
2. During the period of training, you will be paid a stipend of Rs.14, 000/-per month. No other allowances will be paid to you.
3. You are not eligible for any of the benefits or facilities which are given to our regular staff members such as Bonus, Leave facilities, etc during the period of training with us.
4. During your training period, if your performance or conduct is found to be not satisfactory, the Management reserves the right to terminate your training without any notice or without assigning any specific reason.
5. You will not be allowed to discontinue the training in the middle of the year. In case you discontinue the training in the middle of the year, the management is at its liberty to recover the cost of your training or the stipend that you have drawn in the concerned period whichever is higher:

### COST OF YOUR TRAINING

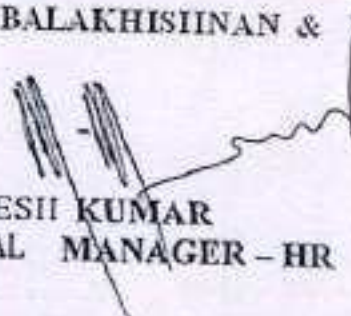
FIRST YEAR - Rs.15, 500/-



6. You are liable to transfer or deputed to any of our branches / departments / sister concerns during the training period for the purpose of imparting training in various aspects.
7. You shall be abide by the rules, regulations & policies of the companies which are in force and which are in enforced form time to time. If any deviations from the same will be treated as offence and appropriate action will be initiated.
8. In the event of your leaving from this company either during the period of training or completion of the same, you should not take up the employment with the competitor for a period of three years from the date of leaving, or shall not take any business in line with the business of the company for a minimum period of three years from the date of leaving. Any violation of clause, the management has either to claim / recover liquidated damages from you as fixed by the company.
9. You shall not engage yourself in any other part time job or take up any course of further studies without specific written concurrence from the Management.
10. After the completion of your training, the Management is not bound to absorb you for regular employment, nor do you have any preferential right to claim for regular employment.
11. The Management reserves its right to terminate your training at any time without giving any notice and without assigning any specific reason whatsoever.
12. You should be prepared to work in any shift of the company/department and you are liable to be transferred from one shift to another at the discretion of the management.
13. You are requested to report for training immediately.

In token of having accepted the above terms and conditions you are requested to return the duplicate copy of this letter duly signed.

For L.G. BALAKRISHNAN & BROS LIMITED

  
R. RAMESH KUMAR  
GENERAL MANAGER - HR





LOGSKIM

One Stop Solution Provider for  
Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

**Sudhan R-EEE**

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "India Japan Lighting.

You will be paid with the **Monthly CTC of Rs. 16500/- (including Attendance Bonus).**

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No. 45, 2nd Floor, North Usman Road, Next to Hagonial Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

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

OFFER LETTER

Dear SUDHARSAN J

We are pleased to offer you employment for the position of **Quality Engineer Trainee** with **DELPHI-TVS TECHNOLOGIES LTD** Chennai-45.

**STIPEND IN TRAINING PERIOD**

You are expected to do the Internship in our organization we expect you to work on the full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.18200/ (Rupees Eighteen Thousand Two hundred Only).

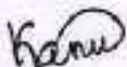
(Note: The above may not apply to you if your college does not permit internship).

Details	Monthly	Annual
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	1600	19200
Other Allowance & Flexible Component	1600	19200
<b>Gross Salary</b>	<b>18200</b>	<b>218400</b>
Employer Provident Fund 12% of Basic+ TA*	1800	21600
<b>Cost to Company (CTC)</b>	<b>20000</b>	<b>240000</b>
Internet allowance**		500
Prosperity Sharing Plan***		6000
<b>Compensation for the first year</b>		<b>246500</b>
<b>OTHER BENEFITS:</b>		
<b>I. GRATUITY SALARY REVISION</b>		
Revision to your compensation will be after one year from the date of joining.		

With Best Wishes,

Yours Sincerely

FOR DELPHI-TVS TECHNOLOGIES LTD

  
M.K. KANNAN BABU  
Deputy General Manager - HR  
Ref: HR/2023/2143

DATE: 20.03.2024



Ref no : MOBITECH/2023/HR/023

30/09/2023

**OFFER LETTER****Dear Mr.Suriyarakash**

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	₹ 3942.00
TOTAL	₹ 2,78,333.00

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*

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.

*Suvijay Prakash - N*

30/09/23

Please sign and date your acceptance





WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K  
 CMDA Industrial Complex,  
 Maraimalai Nagar - 603 209.  
 Tel : 91 - 44 - 4740 4400  
 Fax : 044 - 4740 0142  
 e-mail : hr@onogeneindia.in

DATE: 24.11.23

**OFFER LETTER**

TO: MR. V. TAMILSELVAN

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI,

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.



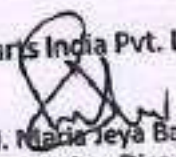
Terms and conditions:

1. You should obey the rules and regulations of the company.
2. You are request to inform your date of joining before 3 days through your Placement Officer (OR) authorized person.
3. Initial training period is for three days (which does not carry stipend).
4. After the successful completion of training period, salary will give as per company norms.
5. If you have any further assistance kindly, you may contact to HR department at the time of joining.
6. You must wear safety shoe inside the company.
7. If you are working for less than 1 year, The Management will not issue service certificate.
8. If you want to relive from the company, resignation letter should submit before one month to HR Department.

\*\*\*Welcome onboard\*\*\*



For Wonjin Autoparts India Pvt. Ltd.

  
J. Maria Jeya Balan  
Managing Director





**LOGSKIM**

One Stop Solution Provider for  
Logistics Skilled Workforce

## Offer Letter

03-Oct-2023

To,

**Thanush P-EEE**

**Congratulation!!** We are pleased to inform that you got selected for the position of Production Trainee under NAPS with one of our esteemed Company "India Japan Lighting.

You will be paid with the Monthly CTC of Rs. 16500/- (Including Attendance Bonus).

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Magaral Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

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

Ref No: MWSRC/2023/HR/024

14/08/2023

**OFFER LETTER****Dear Ms. THRISHA A,**

We are happy to announce that you have been selected to fill the position of **Junior Store Executive**. You will be paid a CTC of **Rs. 15,000** per month from the date of joining.

You will be on probation for a period of six months from the date of joining. On successful completion of probation, your service will be confirmed.

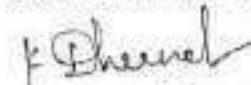
**Note:**

- 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-years mutual agreement will be inked on the "Date of joining".
- 3) The employee 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 certificates 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 MWS Research Centre

**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.

*9/12/23*  
*14/8/23*

---

Please sign and date your acceptance





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**REAL TECH  
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29/02/2024  
PERUNDURAI

Ref No: Real Tech /2024 / HR / 044

### OFFER LETTER

Dear VASUDEVAN C,

We are happy to announce that you have been selected to fill the position of **Jr. Technical Engineer**. You will be paid a Stipend of **Rs.10,000.00** per month from the date of joining ( 01/03/2024)

You will be on probation, for three months from the date of joining. Your service will be confirmed upon successful completion of probation. After that you get a Stipend of **Rs.12,000.00** Per month. On Confirmation of service, you are eligible for the following pay structure:

COMPONENTS	ANNUAL
BASIC + DA	₹ 1,00,800.00
HRA	₹ 43,200.00
PF	₹ 12,096.00
VARIABLE PAY ( Incentive )	₹ 36,000.00
INSURANCE	₹ 2,006.00
TOTAL	₹ 1,94,102.00



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SYSTEMS**  
Innovation in Electronics

**Note :**

1. 1 year mutual agreement will be inked on the date of joining
2. The joiners should submit the following documents on the "date of joining"
  - i) Photocopy of Aadhar & Bank passbook and 2 passport-size photos
  - ii) Original certificates of 10<sup>th</sup> and 12<sup>th</sup> mark sheet

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 Systems,**

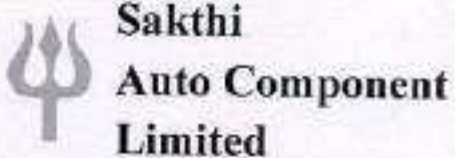
**Authorized Signatory**

**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





Ref: SACL/HR&D/EA/2024/7

21.03.2024

**OFFER LETTER**

Dear Velmurugan S,

We are pleased to offer you the position of Engineering trainee at Sakthi Auto Component Limited. Your annual compensation package will be INR 2,16,000, including allowances and benefits. The position is based at our Pallagoundampalayam office, and your joining date is set for 6.5.2024. Please confirm your acceptance by signing and returning this offer letter by 4.4.2024.

We look forward to welcoming you to the team!

**FOR SAKTHI AUTO COMPONENT LIMITED**

**ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)**



MUKASIPALLAGOUNDAMPALAYAM, VUAYAMANGALAM VIAUTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [socl@sakthiauto.com](mailto:socl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199T21999PLC008751 GSTIN: 33AAECS6536J127



Date:09 OCT 2023

College: Nandha Engineering College

**Offer of Intent**

Congratulations DHANANJAY DEEPAK S!

We are pleased to make your students this offer of intent for the position of Graduate Apprentice Trainee. Upon your student's acceptance of this Offer and subject to meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please treat this Offer and the contents hereof as personal and confidential.

Selected students for NCR CORPORATION, Chennai Branch joining date will be on Jan 3<sup>rd</sup> 2024. Following students are requested to join in our company.

This Offer is valid subject to your students:

- .Passing the final semester examination of graduation in the first attempt
- .Securing an average of 60% and above across all semesters during graduation
- .Securing 60% and above in SSC, HSC and/or Diploma
- .Being found medically fit by an authorized doctor and authorizing no significant medical history
- .Submitting all necessary documents at the time of joining
- .Not more than 24 years of age as on Jan 3<sup>rd</sup> 2024
- . At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs/ Arrears.

This Offer is also contingent upon us working together to determine an appropriate start date for your students employment. The training is for a period of one year comprising of class-room/on the job training.

Students will be continuously assessed during their training.

The Company provides limited shared accommodation to all outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

On successful completion of training, Candidates will be posted/ transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance, the same will be made applicable to the candidates as per Company Policy.





Ref No: MWSRC/2023/HR/025

01/08/2023

### OFFER LETTER

Dear Mrs. DHIVYA N.

We are happy to announce that you have been selected to fill the position of **Junior Quality Analyst Trainee**. You will be paid a CTC of **Rs. 15,000** per month from the date of joining.

You will be on probation for a period of six months from the date of joining. On successful completion of probation, your service will be confirmed.

**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-years mutual agreement will be inked on the "Date of joining".
- 3) The employee 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 certificates 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 MWS Research Centre

**K. Dheendhiran**

**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

Payslip  
MWS Research Centre



Month:  
March 2024

Period:  
01/03/2024 to 31/03/2024

Employee No : 358

Name : Dhivya N

Department : Software

Designation : UG Graduate Trainee

Total Pay Days : 31

Paid Days : 29

Bank : HDFC

Bank Account No : 50100606250262

UAN No : 100688849233

Date of Joining : 03/08/2023

Earnings	Amount	Deductions	Amount
Basic Pay	₹ 8,742.75	Employee PF Contribution	₹ 1,049.00
House Rent Allowance	₹ 3,746.89	Employee ESI Contribution	₹ 93.67
		Insurance	₹ 657.00
<b>Total Earnings</b>	<b>₹ 12,490.00</b>	<b>Total Deductions</b>	<b>₹ 1,800.00</b>

Net Pay ₹ 10,690.00





Software

**Dhivya N**  
Quality Analyst Trainee

Emp Code : 358  
Blood Group : B-Ve  
Mobile : 90929 44908

**Authorized Signatory**  
This card is company Property. The holder is requested to post it to company address  
1/4, Vengalada, Erode Road,  
Perundurai - 638 052  
Mob : 75988 65090

D.O.B : 11/11/1996  
Address : 146, Panakkadu,  
Chinnampalayam,  
Perundurai, Erode



holder is  
address



OFFER LETTER

Dear Dinakaran D

We are pleased to offer you employment for the position of **Quality Engineer Trainee** with **DELPHI-TVS TECHNOLOGIES LTD Chennai-45**.

**STIPEND IN TRAINING PERIOD**

You are expected to do the Internship in our organization we expect you to work on the full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.18200/ (Rupees Eighteen Thousand Two hundred Only).

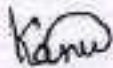
(Note: The above may not apply to you if your college does not permit internship).

Details	Monthly	Annual
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	1600	19200
Other Allowance & Flexible Component	1600	19200
Gross Salary	18200	218400
Employer Provident Fund 12% of Basic+ TA*	1800	21600
Cost to Company (CTC)	20000	240000
Internet allowance**		500
Prosperity Sharing Plan***		6000
Compensation for the first year		246500
<b><u>OTHER BENEFITS:</u></b>		
<b>I. GRATUITY SALARY REVISION</b>		
Revision to your compensation will be after one year from the date of joining.		

With Best Wishes,

Yours Sincerely

FOR DELPHI-TVS TECHNOLOGIES LTD

  
M.K. KANNAN BABU  
Deputy General Manager - HR  
Ref: HR/2023/2143

DATE: 20.03.2024





**Sakthi  
Auto Component  
Limited**



Ref: SACL/HR&D/EA/2024/8

21.03.2024

**OFFER LETTER**

Dear Dinesh V,

We are pleased to offer you the position of Engineering trainee at Sakthi Auto Component Limited. Your annual compensation package will be INR 2,16,000, including allowances and benefits. The position is based at our Pallagoundampalayam office, and your joining date is set for 6.5.2024. Please confirm your acceptance by signing and returning this offer letter by 4.4.2024.

We look forward to welcoming you to the team!

**FOR SAKTHI AUTO COMPONENT LIMITED**

**ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)**



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIAUTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 - 227700 Fax: 04294 - 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN - U29199TZ1999PLC008751 GSTIN: 33AAEC56536127



www.realtech.in



**REAL TECH  
SYSTEMS**  
Innovation in Electronics

29/02/2024  
PERUNDURAI

Ref No: Real Tech /2024 / HR / 039

### OFFER LETTER

Dear GOKUL T,

We are happy to announce that you have been selected to fill the position of **Jr. Technical Engineer**. You will be paid a Stipend of **Rs.10,000.00** per month from the date of joining ( 01/03/2024)

You will be on probation, for three months from the date of joining. Your service will be confirmed upon successful completion of probation. After that you get a Stipend of **Rs.12,000.00** Per month. On Conformation of service, you are eligible for the following pay structure:

COMPONENTS	ANNUAL
BASIC + DA	₹ 1,00,800.00
HRA	₹ 43,200.00
PF	₹ 12,096.00
VARIABLE PAY ( Incentive )	₹ 36,000.00
INSURANCE	₹ 2,006.00
<b>TOTAL</b>	₹ 1,94,102.00





www.realtech.in



**REAL TECH  
SYSTEMS**  
Innovation in Electronics

**Note :**

1. 1 year mutual agreement will be inked on the date of joining
2. The joiners should submit the following documents on the "date of joining"
  - i) Photocopy of Aadhar & Bank passbook and 2 passport-size photos
  - ii) Original certificates of 10<sup>th</sup> and 12<sup>th</sup> mark sheet

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 Systems,

Authorized Signatory

**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





# INFANT JESUS ENGG WORKS (P) LTD.

Cell : 81900 71199

Mfrs :

Chain Sprockets, Pump Spares & All Kinds of CNC Job Works

Ref No: 2023-24/ OL/ IJEW/01

Date: 22/03/2024

Name: Mr. Gowtham R

## LETTER OF EMPLOYMENT - Quality supervisor

Following our recent discussions, we are happy to offer you the position of Quality Supervisor in Our Organization. You will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing.

<b>Job description</b>	:	QUALITY SUPERVISOR
<b>Start date</b>	:	30/05/2024
<b>Salary</b>	:	RS.16000
<b>Probation</b>	:	1 YEAR
<b>Group benefits</b>	:	ESI AND PF ACCOMODATION
<b>Hours of work</b>	:	12 HOURS
<b>Reporting Person</b>	:	PRODUCTION MANAGER

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to date.

For Infant Jesus Engineering Works (Pvt) Ltd

*[Handwritten Signature]*  
Director





**VRM Energy Consultancy Services Pvt Ltd.**  
No. 1, Rathinammal Street,  
Rangarajapuram Main Road, Kodambakkam,  
Chennai – 600024, Tamilnadu, India.

29.03.2024

Dear Ms. Kaviya A

We are excited to extend an offer of employment for the position of Graduate Engineer Trainee at VRM Energy Consultancy Services Pvt Ltd. After thoroughly reviewing your credentials and performance during the interview process, we believe that your knowledge, skills, and experience bring into line perfectly with our company's needs.

The basic salary for this position will be Rs 17000, paid per month by direct deposit starting from your first day of employment. Along with this, you'll receive benefits such as government benefits and company bonuses.

Please note that your salary and benefits will be subjected to annual reviews.

We look forward to welcoming you to our team. Please confirm your acceptance to this offer by April 5, 2024.

Sincerely,

**Vijaya Lakshmi**

HR Manager



**Sakthi  
Auto Component  
Limited**



Ref: SACL/HR&D/EA/2024/9

21.03.2024

**OFFER LETTER**

Dear Logesh R,

We are pleased to offer you the position of Engineering trainee at Sakthi Auto Component Limited. Your annual compensation package will be INR 2,16,000, including allowances and benefits. The position is based at our Pallagoundampalayam office, and your joining date is set for 6.5.2024. Please confirm your acceptance by signing and returning this offer letter by 4.4.2024.

We look forward to welcoming you to the team!

**FOR SAKTHI AUTO COMPONENT LIMITED**

**ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)**



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIAUTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 - 227700 Fax: 04294 - 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN - U29199TZ1999PLC008751 GSTIN: 33AAEC56536J1Z7





**Sakthi  
Auto Component  
Limited**



Ref: SACL/HR&D/EA/2024/10

21.03.2024

**OFFER LETTER**

Dear Ramesh S,

We are pleased to offer you the position of Engineering trainee at Sakthi Auto Component Limited. Your annual compensation package will be INR 2,16,000, including allowances and benefits. The position is based at our Pallagoundampalayam office, and your joining date is set for 6.5.2024. Please confirm your acceptance by signing and returning this offer letter by 4.4.2024.

We look forward to welcoming you to the team!

**FOR SAKTHI AUTO COMPONENT LIMITED**

**ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)**



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIAUTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 - 227700 Fax: 04294 - 242268

Email: [saci@sakthiauto.com](mailto:saci@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN - U29199TZ1999PLC008751 GSTIN: 33AAECS65361127



**Sakthi  
Auto Component  
Limited**



Ref: SACL/HR&D/EA/2024/10

21.03.2024

**OFFER LETTER**

Dear Sanjeev K,

We are pleased to offer you the position of Engineering trainee at Sakthi Auto Component Limited. Your annual compensation package will be INR 2,16,000, including allowances and benefits. The position is based at our Pallagoundampalayam office, and your joining date is set for 6.5.2024. Please confirm your acceptance by signing and returning this offer letter by 4.4.2024.

We look forward to welcoming you to the team!

**FOR SAKTHI AUTO COMPONENT LIMITED**

**ASST. GENERAL MANAGER  
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Innovation in Electronics

29/02/2024  
PERUNDURAI

Ref No: Real Tech /2024 / HR / 047

**OFFER LETTER**

Dear **SANTHOSH KUMAR C,**

We are happy to announce that you have been selected to fill the position of **Jr. Production Engineer**. You will be paid a Stipend of **Rs.10,000.00** per month from the date of joining ( 01/03/2024)

You will be on probation, for three months from the date of joining. Your service will be confirmed upon successful completion of probation. After that you get a Stipend of **Rs.12,000.00** Per month. On Confirmation of service, you are eligible for the following pay structure:

COMPONENTS	ANNUAL
BASIC + DA	₹ 1,00,800.00
HRA	₹ 43,200.00
PF	₹ 12,096.00
VARIABLE PAY ( Incentive )	₹ 36,000.00
INSURANCE	₹ 2,006.00
TOTAL	₹ 1,94,102.00





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SYSTEMS  
Innovation In Electronics

**Note :**

1. 1 year mutual agreement will be inked on the date of joining
2. The joiners should submit the following documents on the "date of joining"
  - i) Photocopy of Aadhar & Bank passbook and 2 passport-size photos
  - ii) Original certificates of 10<sup>th</sup> and 12<sup>th</sup> mark sheet

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 Systems,**

**Authorized Signatory**

**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





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Innovation in Electronics

29/02/2024  
PERUNDURAI

Ref No: Real Tech /2024 / HR / 048

**OFFER LETTER**

Dear **VIKRAM P,**

We are happy to announce that you have been selected to fill the position of **Jr. Production Engineer**. You will be paid a Stipend of **Rs.10,000.00** per month from the date of joining ( 01/03/2024)

You will be on probation, for three months from the date of joining. Your service will be confirmed upon successful completion of probation. After that you get a Stipend of **Rs.12,000.00** Per month. On Confirmation of service, you are eligible for the following pay structure:

COMPONENTS	ANNUAL
BASIC + DA	₹ 1,00,800.00
HRA	₹ 43,200.00
PF	₹ 12,096.00
VARIABLE PAY ( Incentive )	₹ 36,000.00
INSURANCE	₹ 2,006.00
<b>TOTAL</b>	<b>₹ 1,94,102.00</b>



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95

**Note :**

1. 1 year mutual agreement will be inked on the date of joining
2. The joiners should submit the following documents on the "date of joining"
  - i) Photocopy of Aadhar & Bank passbook and 2 passport-size photos
  - ii) Original certificates of 10<sup>th</sup> and 12<sup>th</sup> mark sheet

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 Systems,

Authorized Signatory

**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





**Mr. Arun Venkatesh**  
No.45A, Muniyappanagar,  
2nd Veethi Pallipalayam  
Pallipalayam,  
Erode – 638006  
Contact Number: +91- 6381231505

Chengalpattu, August 23, 2024

HR/80422/Aug 2024

**Dear Arun Venkatesh,**

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 **September 19, 2024**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

Your annual gross salary will be **Rs.4,25,000-(Rupees Four Lakh 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'**.

Sincerely

**Bhargavi Gopalakrishna**  
**Head – Talent Acquisition**  
**RNTBCI**

**Acceptance of Offer**

**Arun Venkatesh**

**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



**Annexure 1  
(Salary Structure)**

Name	Arun Venkatesh	
Designation	Trainee (Graduate Engineer)	
Department	ISIT	
Location	Chennai	Mahindra World City
Item	Monthly	Annual
Basic	15,000	1,80,000
PF (Employer Contribution)	1,800	21,600
PF (Employee Contribution)	1,800	21,600
Gratuity	722	8,658
<b>Sub Total - A</b>	<b>19,322</b>	<b>2,31,858</b>
<b>Benefit Basket - B</b>		
1) Voluntary Provident Fund	The employee will have the benefit of choosing the option	
2) Employer NPS		
3) HRA		
4) Children Education Allowance		
5) Children Hostel Allowance		
6) LTA		
7) Food coupons		
8) Mobile Reimbursement		
9) Car Maintenance Reimbursement		
<b>Sub Total - B</b>	<b>Total of Benefit basket</b>	
Special Allowance (Excess of 1 to 9 will be put here) - C (If Any)		
<b>Gross Salary + Retirals = A+B+C</b>	<b>35,417</b>	<b>4,25,000</b>

→ In Addition to the Gross Salary indicated above, your CTC (Cost to Company) includes other benefits applicable as per RNTBCI designation band.

→ If your basic salary is lower than Rs 21,000 per month, you will be entitled to Bonus as per the provisions of the Payment of Bonus Act, 1965.

→ **Benefits**

\* Company Group Insurance Scheme (See Enclosure Annexure 1A)

\* Retirals

- Employee's Group Gratuity Assurance Scheme linked to LIC (Life Insurance Corporation of India)

HR/80422/Aug 2024  
Arun Venkatesh





## Annexure 1A (Salary Structure)

Component	Summary
<b>Basic Salary</b>	One of the salary component to which other components in the CTC (Cost to Company) is linked based on RNTBCI rules
<b>Retirals</b>	In order to support you financially, post your retirement age. Conditions applied as per Law
1) Provident fund	12% of basic salary is contributed to the Provident Fund towards Employer Contribution. Another 12% of basic salary is contributed from the employee contribution.
2) Gratuity	Calculated @ 4.81% of basic salary; It shall be paid in accordance with the Payment of Gratuity Act, 1972 & Rules, and any amendments by the appropriate Government from time to time, subject to meeting the eligibility and criteria under the Act and the Rules.
<b>FBP (Flexible Benefit Plan)</b>	It allows you to choose the benefit basket that suits your need and avail tax exemptions as per prevailing tax rules. This is subject to change from time to time.
1) Voluntary Provident Fund (VPF)	Apart from contributing the normal 12% of your basic pay, you may choose to contribute towards your retirals, subject to a maximum of 12% of Basic (In addition to mandatory contribution)
2) Employer NPS	Maximum 10% of basic salary per annum
3) House Rent Allowance	Maximum 60% of basic salary per annum. House Rent Receipts to be produced for proof
4) Children Education Allowance	Rs.1200/- per annum per child. Maximum upto 2 children
5) Children Hostel Allowance	Rs.3600/- per annum per child. Maximum upto 2 children
6) Leave Travel Allowance	Upto 2 months of basic per annum. Economy class air fare/ I Class Train fare twice in a block period of 4 years. Current block period is 2022-2025.
7) Food Coupons	Upto Rs.43,200/- per annum subject to RNTBCI policy for FBP. Sodexo food coupons; can be used in grocery shops / restaurants.
8) Mobile Reimbursement	Rs.42,000/- per annum subject to two telephone connection in employee's name.
9) Car Maintenance Reimbursement	Rs.28,800/- per annum subject to IT rules Car capacity wise. RC copy to be provided as proof (Fuel expensed or Maintenance Expenses) on employee's name.
<b>Annual Gross Salary</b>	Basic Salary + Retirals + FBP
<b>Group Mediclaim Policy</b>	You will be covered under Company Group Insurance Floater Policy with a basis cover for the Self + Max 5 Dependents (Employee+Spouse+2 dependent children below 25 years + Parents / in laws can be chosen in any combination, covered up to the age of 90 Yrs.) paid by the Company as per Group Mediclaim Insurance Scheme of RNTBCI. Hospitalization cover; Cashless or Reimbursement up to Rs.500,000/-(Rupees Five Lakhs Only) per annum. All terms & conditions are subject to change as per Company Group Insurance Scheme.
<b>Group Accidental Policy</b>	You will be covered under Company Group Accidental Insurance Policy for Rs.500,000/-(Rupees Five Lakhs Only). All terms & conditions are subject to change as per Company Group Insurance Scheme.
<b>Group Term Life Insurance Policy</b>	You will be covered under Company Group Term Life Insurance Policy for minimum of Rs.15,00,000/-(Rupees Fifteen lakhs Only) or 2x of Annual Salary whichever is higher. All terms & conditions are subject to change as per Company Group Insurance Scheme.

→ Company Transport details as follows

Transportation Details	Employees availing Bus Transportation -General Shifts	Rs 2250/-* per month deduction through Payroll
	Employees Travelling by Train (Subject to producing of document evidences)	Rs.300/- or at actuals, whichever is less, will be reimbursed for employees travelling from Chengalpattu and Perungalathur
		Rs.500/- or at actuals, whichever is less, will be reimbursed for employees travelling from Tambaram and Beach

The details will be specified at the time of joining.

\* The deduction amount towards Company Transportation can change subject to company's discretion and the same will be intimated at the time of change.

HR/80422/Aug 2024  
Arun Venkatesh

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
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Ascendas IT Park, Mahindra World City, SEZ  
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Tamil Nadu – 603 004.  
India  
CIN: U50401TN2007PTC064840

T +91 44 67481000  
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**Annexure 2**  
**(Check list of Documents)**

Following copies of self-attested document are required to be produced at the time of joining along with the Originals for Verification:

Requirements	Remarks
Educational Details	All mark sheet & certificates – From X Std. till UG/PG etc.
Employment Record	Offer Letter of the last organization with Salary slip or Salary certificate. Relieving letter from last 5 organizations & Experience letter from all the companies worked so far(Experience will be accounted based on the documents submitted).
Photographs	2 Formal Passport size photographs with white background
Passport / VISA/ RP	Copy of your passport(Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted(Originals will be verified)
Pan Card	Copy of Permanent Account Number(Originals will be verified)
Investment Declaration	Form 12C

You are requested to produce **your original diploma/ degree certificate at the time of joining**. In lieu of this, you need to provide provisional certificate (as applicable). If you fail to produce your diploma/degree certificate within three months of your joining, you may be terminated from the roles of RNTBCI.

Your offer has been made based on the information furnished by you at the time of interview. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke the offer at any time during your service.

Your joining will be subject to submission of all the above documents.

HR/80422/Aug 2024  
Arun Venkatesh





### **Annexure 3 (Terms & Conditions of Employment)**

#### **Compliance to Quality Standards**

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

#### **Training Period**

You will be on a Trainee (Graduate Engineer) training period for One Year from the date of joining,

#### **Confirmation of Service**

On your successful completion of Training subject to Training Evaluation, post one year of your joining; your service may be confirmed as an Engineer' and your revised annual gross salary as Engineer will be Rs.4,75,000/-(Rupees Four Lakhs Seventy Five Thousand Only). In addition to your performance during this period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company (See Annexure 2).

#### **Background Verification**

The Company may by itself or through such agencies as it may engage, conduct a background verification of the particulars provided by you. By acceptance of the offer, you are deemed to have consented to such verification and shall co-operate with the same, in all respects. The offer of employment is contingent upon successful completion of the background verification and shall be subject to the particulars provided by you being found to be true and correct, to the sole satisfaction of the Company. The offer of employment shall be rescinded forthwith, if any of the particulars provided by you are found to be wholly or partially false, incomplete or incorrect or if you fail to submit any of the documents/information requested by the Company for the background verification and scrutiny, within the suggested time period.

#### **Code of Conduct**

The company will expect you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

#### **Conflict of Interest**

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with RNTBCI Pvt. Ltd. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

#### **Medical**

The appointment is subject to your being found medically, physically fit. The company has the right at all times to send you for a medical check up to ascertain your fitness for the job.

#### **Working Hours**

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. The company reserves the right to alter or modify the working hours or holidays temporarily or permanently.

#### **Dress Code**

All employees of RNTBCI are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings

HR/80422/Aug 2024  
Arun Venkatesh

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### Annexure 3 (Terms & Conditions of Employment)

#### **Personal Indebtedness**

The Company shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your employment with Renault Nissan Technology & Business Centre India. You understand and accept that you shall have no authority to pledge the credit of Renault Nissan Technology & Business Centre India to any person or entity.

#### **Posting / Transfer of Service**

In view of the nature of the company's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

#### **Training**

You will be provided adequate training as per company Trainee (Graduate Engineer) training program.

You may also be selected or sponsored by the company for training assignment with the company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

#### **Payroll**

Your Monthly salary as per the above structure will be remitted to your Salary account through Bank Transfer by 29<sup>th</sup> of Every Month. In case of your absence for a continuous period of 8 days, without information or Leave approval from your Manager, your monthly payroll will be kept on hold until your presence is notified and proper information is provided to the Company.

#### **Passport & Pan Card**

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

#### **Increments and Promotions**

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisal.

#### **Confidentiality Agreement**

This offer of employment made to you are subject to your executing an agreement to maintain confidentiality of matters related to the Company. You will execute this agreement upon joining the Company.

#### **Service Agreement**

As the Company will be spending substantial amount of time and money for your training or deputation overseas, you will be required to sign a service agreement related to Overseas or Training with the Company, as the Company may deem appropriate from time to time. You will have to execute an "service agreement for Trainee (Graduate Engineer) Training" for a period of Three Years from the date of joining (it includes the Training period) for the specialized training imparted to you to carry out the work, which is very specific to RNTBCI.

#### **Intellectual Property Ownership:**

The Intellectual Property (IP) and confidential information shared with you during the course of your employment shall remain the exclusive property of the company. The IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your employment will be the exclusive property of the company as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during employment, to the company. You agree that you shall execute and deliver all instruments in writing, as may be required by the company, including affidavits and assignments to convey and assign the entire right, title and interest in and to the said IP to the company and/or, its associates, successors, partners or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.

HR/80422/Aug 2024  
Arun Venkatesh

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
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### Annexure 3 (Terms & Conditions of Employment)

#### **Non-Solicitation Agreement**

You agree that during your employment with the company and for two (2) years following separation of your employment with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.

You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

#### **Termination of Service**

As a Trainee (Graduate Engineer) you will be governed by the clause as appearing in the Service Agreement; ('Service Agreement for Trainee (Graduate Engineer) Training' or "Overseas Service Agreement" whichever is valid at the time of resignation) and will be subject to any changes made thereafter. In the event that you decide to leave the company, you will be subject to a minimum of three month's notice, in addition to honoring the cost/expenses related to training as mentioned in the Service Agreement for Training/ Overseas Service Agreement. If you resign from the services of this company within 12 months from the date of joining, the relocation expenses, initial accommodation charges and notice buy-out period paid to you at the time of joining will be recovered from you.

#### **Retirement**

You will retire from the services of the company on completion of your 58 years as per the proof of age submitted by you at the time of joining.

#### **Restraints**

##### **Access to Information**

Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

##### **Authorization**

Only those authorized by a specific power of attorney may sign legal documents or official documents, representing the Company.

##### **Information Security**

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

#### **Other Rules and Regulations**

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration in terms of employment to any other employee of the company expect your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; **within 21 working days** from the date of any change.

HR/80422/Aug 2024  
Arun Venkatesh



## **Annexure 4 Mandatory Medical Checkup**

You will have to undergo a medical checkup organized by the Company within 30 days from the offer release date. Kindly refer annexure 5 and get in touch with the Company approved clinic to fix an appointment for medical check-up.

The following tests will be taken to examine your medical fitness.

- Complete Blood Count
- Blood Group Rh Type
- Glucose - Random
- Cholesterol Total
- Urine Complete Analysis
- Creatinine
- XRAY-CHEST
- ECG
- Ophthalmology
- Audiometry
- General Physician Consultation

Your cordial cooperation would ensure the completion of medical records during your employment with Renault Nissan Technology & Business Centre India.

The information collected through this report will be strictly confidential.

HR/80422/Aug 2024  
Arun Venkatesh





## Annexure 5

To,

The Centre Manager  
Apollo Clinic

Dear Sir / Madam,

### **Sub: Pre Employment Health Check up - Authorization Letter**

As per our arrangement/Purchase Order with your institution for preventive health screening we request you to do the needful as per the details mentioned below.

Name of the Candidate	: Mr. Arun Venkatesh
Offer Letter reference number	: HR/80422/Aug 2024
Type of Checkup	: RNTBCI Pre-employment Medical Check
Bill Details	: Bill to the Company
Report Details	: Report to the Company
Appointment Fixing	18605007788

---

For Office Use Only

Company Address for Billing:

Renault Nissan Technology & Business Centre India Private Limited  
Ascendas IT Park, Mahindra World City SEZ  
Plot NoTP2/1, Natham Sub Post Office  
Chengalpet District  
Tamil Nadu – 603 004

Reports to be shared at: [Medical.officer@rntbci.com](mailto:Medical.officer@rntbci.com)

Sincerely

Bhargavi Gopalakrishna  
Head – Talent Acquisition  
RNTBCI

Note: Appointment to be fixed by candidate directly. Candidate coming for check-up has to produce photocopy of Government Approved ID card with the printed copy of this letter.

HR/80422/Aug 2024  
Arun Venkatesh



## Annexure 6

### **PRE-TEST REQUIREMENTS FOR MEDICAL CHECK-UP**

1. All Health Check Ups are conducted by prior appointments.
1. Fix Appointment through toll free 18605007788 before 24 hours of check-up
2. You are requested to reach 20mins ahead of the scheduled time to facilitate the smooth process of your check-up.
3. Minimum of 12 hours fasting is essential prior to the check-up.
4. May drink water during fasting. Refrain from alcohol at least 12 hrs, prior to the check-up.
5. Men are requested to shave/trim their chest to ensure a good ECG / Tread Mill Test.
6. If you are wearing contact lenses, please remove those 2 days prior to Health check.
7. Wear loose clothing, No jewelry (Necklaces / Chains) and easily removable footwear.
8. If you are diabetic, avoid taking your insulin injections / anti diabetic tablets on the morning of Health Check-up. Please carry your insulin / anti diabetic tablets which you can have before or after your breakfast in the clinic. Other regular medication can be taken as instructed by the doctor. Please carry regular medication along.
9. Please bring all your earlier (Within 1Year) medical records and medical accessories like glasses, hearing aid if you have any when you come for Health Check Up.
10. Inform Health Check-up department in advance if you want any additional Investigations or consultations to be done so that we can schedule your appointments for the same.
11. We can provide additional Tests / Investigations / Procedures / Consultations on request or if required however these will be billed separately in addition to the package cost.
12. An authorization letter from your company is required to avail of services paid for by the company.
13. Please be informed that certain tests like x-rays are not to be done if you are likely to be pregnant.

HR/80422/Aug 2024  
Arun Venkatesh





**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: 17-July-2023**

**Name of the Student: Arunachalam Gurusamy**

**Name of the College: Nandha Educational Institutions**

### **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 of Joining**

### 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

<b>Name: Arunachalam Gurusamy</b>
<b>Designation: Trainee</b>
<b>Band: II-D</b>

<b>Compensation Structure in Rs.</b>	<b>Annual</b>	<b>Monthly</b>
<b>Basic</b>	260000	21667
<b>HRA</b>	130000	10833
<b>Flexi Benefit Allowance</b>	218900	18242
<b>Gross Salary</b>	<b>608900</b>	<b>50742</b>
<b>Employer's Contribution to PF</b>	21600	1800
<b>Gratuity</b>	13000	NA
<b>Medical Insurance</b>	6500	NA
<b>Annual Cost to Company</b>	<b>650000</b>	



**Offer: Computer Consultancy**

**Ref: TCSL/DT20234666104/Chennai**

**Date: 14/07/2024**

Mr. Balamurugan S

Sri Lakshmi Pg, 79115th Main 5th Cross Btm 2nd Stage, Opp. Udupi Garden, Near Kuvempu Park,  
Btm Layout 2nd Stage,  
Bengaluru-560076,  
Karnataka.

Tel# 91-9345193475

Dear Balamurugan 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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.



## **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

## 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 ILP Program

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

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

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

**TCS Confidential**

**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **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 & Academic Interface**



[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**

<b>Name</b>	<b>Balamurugan S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Nandha Engineering College, Erode</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wenderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yentra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp;3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>





## Annexure 3

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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





(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.



9 December 2023

To,  
**Deepak N**

**OFFER LETTER  
(STRICTLY PRIVATE & CONFIDENTIAL)**

Dear **Deepak**,

We are pleased to appoint you as "Business Development Executive" with CodeTown EdTech Private Limited (the "Company") w.e.f. **10th February 2024** on the following terms and conditions.

- Location:** Koramangala, Bengaluru, India
- Timings:** Login (11am-12pm); Logout (8pm-9pm)
- Breaks:** Lunch (45 mins); Tea break (30 mins)
- Allowed Leaves:** 4 week off days per month (1 week off per week)  
Other paid leaves during 4 months duration - 8 (breakdown given below)  
*Medical Leave: 4 (1 per month)*  
*Casual Leave: 2*  
*Emergency Leave: 2*

5. **Probation:** 4 months

Upon successful completion of probation period (by clearing all month's revenue marks) without any extension you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

DATE

FULL NAME

SIGNATURE



## 6. Probation Stipend:

- . 1st Month (Training month) - 20% of generated revenue
  - . 2nd Month - 10,000 + 5% incentives (revenue mark - 50,000)
  - . 3rd Month - 12,000 + 5% incentives (revenue mark - 60,000)
  - . 4th Month - 15,000 + 5% incentives (revenue mark - 75,000)
- . Respective revenue mark is expected to be achieved to proceed with next month's stipend band.
- . Employee conversion revenue mark - 90,000

## 7. Key Roles and Responsibilities:

- Drive the sale of our internship and industrial training programs
- Taking reviews over call and responding to the emails coming in from our enrolled students' side
- Addressing the queries of the students
- Connecting with students over call for any delay in their form submission
- Manage data automation to bring efficiency in daily reports, structuring weekly/ monthly review metrics
- Be part of Growth Strategies

8. **Paperwork and Other Formalities:** You are required to submit an original document (Degree/ Diploma Original Certificate) in the first week of joining.

- . You will be given DevTown sim card to operate your work
- . In any case of your discontinuation of your journey at DevTown, you are expected to complete your exit formalities properly, which involves depositing the allotted sim card and other necessary steps.
- . After completion of the exit formalities, your original documents will be returned to you.

DATE

FULL NAME

SIGNATURE



CODETOWN EDTECH Pvt. Ltd.  
108, 2nd Floor, 27th Main Road,  
HSR, Layout, Sector 2, Bangalore,  
Karnataka, India, 560102  
+91 99837 42739 | +91 70164 16673  
support@devtown.in  
www.devtown.in

9. During your service with the Company, you will be governed by the rules and regulations as per the policies, as and when, communicated by the Company.

**10. The Company reserves the rights to amend the terms of offer letter until 1 week before the scheduled Date of Joining.**

11. Amendments to the above terms and conditions, if any, will be made in writing or via official mail communication.

Please sign and upload the soft copy of this offer letter (initialing each page) in the given Onboarding form link as a token of your having accepted the above terms and conditions.

We welcome you into the organization and wish you a successful career with us. This could be the beginning of a beautiful relationship.

Kindly direct all your queries regarding this letter to the HR at [hr@devtown.in](mailto:hr@devtown.in)

Yours truly,

Ashish Modi  
Co-Founder, Director

I have read and understood the terms and conditions of employment mentioned in the letter of appointment and accept the same.

DATE

FULL NAME

SIGNATURE





## DATA PRIVACY CLAUSE

1. All the work that you will produce at or concerning CodeTown EdTech Private Limited (referred to as the Company hereafter) will be the intellectual property of the Company. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your reporting manager.

2. We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. The Company operates on the zero tolerance principle concerning any breach of data security guidelines. After the employment, you are expected to hand over all work/data stored on your Personal Computer to your reporting manager and delete the same from your machine.

3. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college and us). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. Besides, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

DATE

FULL NAME

SIGNATURE



## Campus 2024 Recruitment process



Dear Deepan M S,  
ITCI/2024/CAM/1337  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process (60% and above in the graduation).
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms & conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation - 2024 Batch"

Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.





# ITC Infotech India Ltd - Selection Confirmation - 2024 Batch

1 message

Phanindra R S <Phanindra.RS@itcinfotech.com>  
To: gokulannadurai2002@gmail.com <gokulannadurai2002@gmail.com>

Sun, 8 Oct, 2023 at 9:17 pm

## Campus 2024 Recruitment process



Dear Gokul A,  
ITCI/2024/CAM/1328  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations ! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.

Disclaimer: This communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Infotech India Ltd./its Holding company/ its Subsidiaries/ its Group Companies. If you are the addressee, the contents of this e-mail are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or ITC Infotech India Ltd./ its Holding company/its Subsidiaries/ its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of ITC Infotech India Ltd./ its Holding company/ its Subsidiaries/ its Group Companies. If this email is received in error, please contact the System Administrator of ITC Infotech India Ltd. at [Information.Security@itcinfotech.com](mailto:Information.Security@itcinfotech.com) by quoting the name of the sender and the email address to which it has been sent and then delete it. Please note that ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies accept no responsibility for viruses, and it is your responsibility to scan or otherwise check this email and any attachments. Please be advised that email communications will not result in an agreement binding ITC Infotech India Ltd./its Holding company/ its Subsidiaries/its Group Companies. Such contracts should be executed separately and only by managers authorized in this behalf.



## JOB OFFER LETTER

REF: INET/OFF/NEC2425

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear G Gowtham Kumar,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **“English Language & Life Skill Trainer”** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.

### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.



- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**

**i2Net**

**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>
CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>
CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





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## Crypton Tech - Joining Notification

1 message

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HR Crypton Tech <hr@crypton.co.in>  
To: harijayaraj011@gmail.com

Mon, 6 Nov, 2023 at 4:46 pm

Dear **Mr. Harijayaraj**

### **Greetings from Crypton Tech!!**

Congratulations You are selected as part of **Crypton Team**. With reference to your application and by the subsequent interview which you had with us; we are glad to inform you that you have been selected for the post of **Back End Developer - Trainee**. We would be excited to have you start on **15<sup>th</sup> November 2023**

**Reporting Time: 9.00 AM**

**Address: Crypton Tech (P) Ltd.,**

22, 1<sup>st</sup> and 2<sup>nd</sup> Floor, Veeramamunivat Street,  
Teachers' colony, Erode-638011.

Contact No:72000 52259

You are requested to complete documents verification with originals before your date of joining at your convenience.

10 <sup>th</sup> Mark Sheet	-2 Copies
12 <sup>th</sup> Mark Sheet	-2 Copies
Semester Mark sheets	-2 Copies
Consolidated Mark Sheet	-2 Copies
Provisional Certificates	-2 Copies
Degree Certificates	-2 Copies
Any other Certificates	-2 Copies
Address Proof	-2 Copies (Ration Card, Adhar Card, Passport)
ID Proof	-2 Copies (Adhar Card, Pan Card, Driving License)
Passport Size Photographs	-3 Nos (Recent).

One postcard size family photo.

Your appointment will be subject to verification of references.

I genuinely appreciate prompt confirmation from you side. Looking forward to meeting you directly.

If you have any queries or require any clarification, please do not hesitate to contact me on the numbers below

**For further details**

Contact HR Team - [careers@crypton.co.in](mailto:careers@crypton.co.in), [Saravanakumar@crypton.co.in](mailto:Saravanakumar@crypton.co.in)

Visit us at: [www.crypton.co.in](http://www.crypton.co.in), [www.crypton.nl](http://www.crypton.nl)

-

**Kind Regards,**

**Saravana Kumar. K**  
**Manager – HR & Admin**

**Crypton Tech**

Tamilnadu | India - Amsterdam | NL

M: +91 72000 52259

E: [hr@crypton.co.in](mailto:hr@crypton.co.in), [jobs@crypton.co.in](mailto:jobs@crypton.co.in)

W: [www.crypton.co.in](http://www.crypton.co.in)





RENAULT NISSAN  
TECHNOLOGY &  
BUSINESS CENTRE INDIA



Chengalpattu, October 24, 2023

Ref : HR/20767/Oct 2023

Dear **Hari Prasath**,

Congratulations!

We are pleased to offer you, **Apprenticeship** 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 shall be informed.

Your apprenticeship shall be for a period of twelve months. Your all-inclusive stipend shall be **Rs. 35,417/- (Rupees Thirty Five Thousand Four Hundred and Seventeen only)** per month and your apprenticeship shall be governed by a contract of apprenticeship to be entered into by you and the relevant policies in this regard, framed by the Company.

The eligibility criteria prescribed for the apprenticeship is a pass in the 7<sup>th</sup> & 8<sup>th</sup> semester of your **B Tech-Information Technology** and overall grade /percentage of minimum 70% in academics and subject to you providing us the consolidated mark sheets or Provisional certificates and on satisfying the eligibility criteria and qualifications prescribed under The Apprentices Act,1961 and the Rules there under to our satisfaction, on or before June 2024. Any failure, on your part, in this regard, shall automatically disentitle you and this offer shall be rescinded forthwith.

While the Company is not bound to offer any employment to you on successful completion of the apprenticeship training, you shall be issued with a training completion certificate. You will not be entitled to claim any lien or employment with the Company.

In case of further clarifications with reference to your joining as an Apprentice, please get in touch with our Joining Cell on email to [renault-nissan.campus@rntbci.com](mailto:renault-nissan.campus@rntbci.com)

**Accepted**

**Sincerely**

**Candidate Name:**

**Bhargavi Gopalakrishna**

**Date:**

**Head – Talent Acquisition, RNTBCI**

**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



Ref Code: ILM/CI/2024-2025/202

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Harish K M

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: *ILM/CI/2024-2025/202*

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

## 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.



Ref Code: ILM/CI/2024-2025/202

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/202

## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/202

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/202

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1









**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**



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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**



Ref Code: ILM/CI/2024-2025/206

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Jeevanantham S

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/206

**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. (Online mode or a combination of both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same).
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Ref Code: ILM/CI/2024-2025/206

## Financial Growth

### Part - 1

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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. (Candidates can also opt to stay on their own at their own cost)
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B) In case of Covid or Covid type of situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/206

## Our Requirements

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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.
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4. **After the preliminary training you should be ready to work anywhere in South India or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
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Ref Code: ILM/CI/2024-2025/206

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**Note:** “Even though the last date for acceptance is set as **31-03-2024**, 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/2024-2025/206

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
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3. * <b>Performance Based Incentives</b> - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1









**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**



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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**



**Offer: Computer Consultancy**

**Ref: TCSL/DT20234666104/Chennai**

**Date: 14/07/2024**

Mr. Karthik D

Sri Lakshmi Pg, 79115th Main 5th Cross Btm 2nd Stage, Opp. Udupi Garden, Near Kuvempu Park,  
Btm Layout 2nd Stage,  
Bengaluru-560076,  
Karnataka.  
Tel# 91-9345193475

Dear Karthik D,

**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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.



## **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 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 ILP Program

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

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

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

**TCS Confidential**

**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **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 & Academic Interface**



[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**

<b>Name</b>	<b>Karthik D</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Nandha Engineering College, Erode</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wenderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yentra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp;3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>





## Annexure 3

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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





(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/DT20234699494/Chennai**

**Date: 14/07/2024**

Mr. Karunakaran A  
235/2,  
Railway Road, Pukkiravari,  
Kallakurichi-606204,  
Tamil Nadu.  
Tel# -

Dear Karunakaran 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** Grade Y. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20234699494**

**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





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.



## **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 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 ILP Program

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

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

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



## 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 & Academic Interface**



[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**

<b>Name</b>	<b>Karunagaran A</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkana d, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India,</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>





## Annexure 3

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 4349476**

## **Letter of Intent ("LOI")**

June 14, 2024

Dear KAVIYADHARSHINI KUMARESAN,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

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2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
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5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

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We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

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## ANNEXURE 1

KAVIYADHARSHINI KUMARESAN, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

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I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

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## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



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**Superset ID: 4349476**

## **Letter of Intent ("LOI")**

June 14, 2024

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We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

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1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
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2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

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## ANNEXURE 1

KAVIYADHARSHINI KUMARESAN, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



RENAULT NISSAN  
TECHNOLOGY &  
BUSINESS CENTRE INDIA



Chengalpattu, October 24, 2023

Ref : HR/80622/Oct 2023

Dear **Kayalvizhi P,**

Congratulations!

We are pleased to offer you, **Apprenticeship** 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 shall be informed.

Your apprenticeship shall be for a period of twelve months. Your all-inclusive stipend shall be **Rs. 35,417/- (Rupees Thirty Five Thousand Four Hundred and Seventeen only)** per month and your apprenticeship shall be governed by a contract of apprenticeship to be entered into by you and the relevant policies in this regard, framed by the Company.

The eligibility criteria prescribed for the apprenticeship is a pass in the 7<sup>th</sup> & 8<sup>th</sup> semester of your **B Tech-Information Technology** and overall grade /percentage of minimum 70% in academics and subject to you providing us the consolidated mark sheets or Provisional certificates and on satisfying the eligibility criteria and qualifications prescribed under The Apprentices Act,1961 and the Rules there under to our satisfaction, on or before June 2024. Any failure, on your part, in this regard, shall automatically disentitle you and this offer shall be rescinded forthwith.

While the Company is not bound to offer any employment to you on successful completion of the apprenticeship training, you shall be issued with a training completion certificate. You will not be entitled to claim any lien or employment with the Company.

In case of further clarifications with reference to your joining as an Apprentice, please get in touch with our Joining Cell on email to [renault-nissan.campus@rntbci.com](mailto:renault-nissan.campus@rntbci.com)

**Accepted**

**Sincerely**

**Candidate Name:**

**Bhargavi Gopalakrishna**

**Date:**

**Head – Talent Acquisition, RNTBCI**

**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



## Campus 2024 Recruitment process



Dear Kayalvizhi R,  
ITCI/2024/CAM/1316  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 4349435**

## **Letter of Intent ("LOI")**

October 08, 2024

Dear Keerthana M,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

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**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

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## ANNEXURE 1

Keerthana M, Analyst

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4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, all Graduation Marksheets and Graduation Degree Certificate
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



To,

**Name :** Logamithra V Venkatesh

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

Dear Logamithra V Venkatesh,

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 7 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, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **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 - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 32,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **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. The joining bonus is a one-time payment that will be paid with the first month's salary.
- **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 13,800 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,60,700/-**

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”



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 4349435**

## **Letter of Intent ("LOI")**

October 08, 2024

Dear Logeswaran V,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

Logeswaran V, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

### For Capgemini Technology Services India Limited

**Puneet Kumra**  
**Head - Fresher Hiring**

#### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, all Graduation Marksheets and Graduation Degree Certificate
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



**Offer: Computer Consultancy**

**Ref: TCSL/DT20234665023/Chennai**

**Date: 14/07/2024**

Mr. Lohit S

No 55, Marappalam Road, 4th Street, Kas Nagar , Karungalpalayam.No 55, Marappalam Road,4th Street,

Karungalpalayam,

Erode-638003,

Tamil Nadu.

Tel# -

Dear Lohit 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** Grade Y. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20234665023**

**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





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.



## **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 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 ILP Program

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

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

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



## 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 & Academic Interface**



[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**

<b>Name</b>	<b>Lohit S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Nandha Engineering College, Erode</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkana d, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India,</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>





## Annexure 3

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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





(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.



Ref Code: ILM/CI/2024-2025/201

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Madhan Kumar R

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/201

**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. (Online mode or a combination of 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:**  
  
Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

### 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.



Ref Code: ILM/CI/2024-2025/201

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: *ILM/CI/2024-2025/201*

## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



*Ref Code: ILM/CI/2024-2025/201*

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/201

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1









**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**

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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**

Affix your Photo



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 4349435**

## **Letter of Intent ("LOI")**

October 08, 2024

Dear Manoranjitha M,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

Manoranjitha M, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

### For Capgemini Technology Services India Limited

**Puneet Kumra**  
**Head - Fresher Hiring**

#### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, all Graduation Marksheets and Graduation Degree Certificate
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



# Offer from Mahendra NextWealth

1 message

HR MNW <hr@mnxw.org>  
To: meenams2527@gmail.com <meenams2527@gmail.com>

Sat, Apr 27, 2024 at 5:01 PM

## Offer Letter

Name: Mr/Ms. Meenakshi Sundaram

Address: 8/1733, High School Stop, Perumanaluru, Tirupur - 641602

Dear Meenakshi Sundaram ,

We are pleased to offer you an appointment with us as with Salary of: Cost to Company is Rs Rs 17,606/- per month (Rs Rs 2,11,272.00 /-per Annum). The terms and conditions of your employment are:

Below mentioned are policies and procedures of the organization, which you accept to abide by acknowledging this letter. For all other matters not herein specified the company's conditions of service and service rules and amended from time to time shall be applicable and you shall strictly abide by the rules, regulations, office order and instructions issued by Senior Management from time to time.

- You will carry out such duties as assigned to you and during such hours including split duty hours as may be directed by Senior Management and your superiors from time to time which in the event of your refusal will amount to gross misconduct.
- Your email id as per records is: [meenams2527@gmail.com](mailto:meenams2527@gmail.com) . This email ID will be used for all official correspondence with you regarding your employment with Mahendra Next Wealth IT India Pvt Ltd. In case of change in your email id, you need to submit a written request to the HR team.
- You shall be on probation for six (6) months. Thereafter, your performance will be reviewed and if found satisfactory, your services will be confirmed by a letter of confirmation. During probationary period, your employment can be terminated by the company at any point of time without any prior intimation. If you want to leave the organization during the probation period, you are required to give one (1) month notice to the company.
- If you are terminating your contract of employment, you are required to give 2 months' notice period or pay the organization an amount equivalent of your two months' salary. Upon receiving resignation request from employee, based on operational requirement, management reserves the right to decide the notice period which can vary from 0 to 60 days. While you are in the service of contract, management has the right to terminate your service at any time by giving you one month notice or equivalent of one-month salary. In case you leave your employment without giving requisite notice, no relieving order will be issued, and settlement of dues will be at the discretion of the Management. The Management reserves the right to deduct, as liquidated damages, an amount equivalent to two months' gross salary from any amount that may be due to you and if the same is not available or is insufficient then, the Management shall have the right to recover such amount as found due from you in any manner deemed fit.
- Upon confirmation of your employment, you will be entitled for 12 days medical/casual leave per annum. Your request for medical leave should be duly supported with a medical certificate signed by registered medical practitioner. In addition to this, you will be entitled to earned / privilege leave at the rate of 21 working days per annum after completion of one year. You may avail leave earned with the prior information/permission and approval of senior management.
- Based on the project that you are assigned with, you will be required to follow the required compliance regulations which may include restriction of entering the office Operational premise with your mobile phones, storage devices, watches or any other personal gadgets and belongings. You may be physically frisked before entering the premises. Based on the customer requirement, you may be required to sign customer specific NDAs.
- That during your employment with us, you shall not work anywhere else directly or indirectly, part time, or full time, honorary or in any other capacity without written approval of Senior Management and you shall not disclose to anybody any confidential information available to you in the course of your employment with the company.
- To bring in professionalism in the working environment, you are required to follow the uniform dress code set by the organization, failing which management reserves the right to collect penalty as applicable.
- In case of staffs utilizing the office transportation, applicable charges will be deducted in salary.
- Your appointment shall be subject to your being declared physically fit. Even thereafter, in case it is considered essential, you shall have to undergo periodical or special medical examination from such a doctor as may be nominated by the company for the purpose of determining whether or not you are medically capable of carrying out your duties and if you are found medically unfit your services are liable to be terminated immediately.
- In case of process requirement, background verification will be initiated by the internal team or with the support of a third-party organization. If found any information provided to the company is false/misleading or not satisfactory in any of the criminal checks, the offer letter stands null and void.
- During employment with the Company, you may be posted or transferred to any of the Offices/Divisions/Departments/Associated Units of the Company or Client locations existing or to be set up at any other location, without any additional remuneration.
- Any instance of improper conduct, misconduct, gross negligence, error which are fatal in nature or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate dismissal. In such an event, payment of salary and all other payments shall cease as per the date of this dismissal.



• During the closure of your Employment Agreement, by Resignation/Termination/or my any other methods/reasons; you are entitled to return all the company properties that might have been allotted to you during the time of employment. Failing to surrender and clearing the dues if any, company reserves the rights to take appropriate action that may include legal proceedings and withholding the pending salary if any in part or full as compensation as required.

• At any time during the employment or even there after you will keep the names of the clients/customers of the company confidential and will not disclose it to anyone directly or indirectly in any means. While declaring the employment status in any of the Social Platforms or while writing any note about the job profile, you declare that you will not mention the customer's name.

• While employed with Mahendra Next Wealth IT India Pvt Ltd and 3 years there after your employment engagement, you agree not to involve in any type of employment/business deals with any of the clients/customers of Mahendra Next Wealth and NextWealth Entrepreneurs Pvt Ltd. In case of any such needs, you accept to get a prior written approval from Mahendra Next Wealth IT India Pvt Ltd.

• Statutory deductions (if any), will be made from your salary as per the prevailing law of the country. However, for your income tax you shall be personally responsible for filing returns etc. The company will provide you the tax deductions certificate, if applicable at the end of each financial year.

• Deduction for Health insurance policy is applicable as per the pay slab and the number of dependents.

• Language Allowance is specific to the project that you are assigned to and the applicability is dependent on the same.

Please send an acceptance of the offer in the mail confirming your acceptance of the above terms and conditions of the appointment and return it to us for office records.

Yours sincerely,

**Mahendra Next Wealth IT India Pvt. Ltd**

**Annexure:**

**Name: Meenakshi Sundaram**

<b>Component</b>	<b>Amount (per month)</b>
Basic Pay:	Rs 5275/-
Dearness Allowance:	Rs 5735/-
House Rent Allowance:	Rs 0/-
Medical Reimbursement:	Rs 0/-
Conveyance Allowance:	Rs 0/-
Telephone & Internet Allowance:	Rs 0/-
Meal Allowance:	Rs 0/-
Car Allowance:	Rs 0/-
Books & Periodical Allowance:	Rs 0/-
Driver Allowance:	Rs 0/-
Leave Travel Allowance:	Rs 0/-
PDA:	Rs 0/-
Special Allowance:	Rs 0/-
Performance Incentive:	Rs 1000/-
Language Allowance:	Rs 3000/-
Bonus:	Rs 917/-
PF Employer Contribution:	Rs 1321/-
ESI Employer Contribution:	Rs 358/-
<b>Total Cost to Company (per month):</b>	<b>Rs Rs 17,606/-</b>



Search vijesh@igenss.com



- 99+ Compose
- Mail
- Inbox 642
- Chat Starred
- Meet Snoozed
- Important
- Sent
- Drafts
- More

- Labels
- Follow up
  - CTS 2019-20
  - Misc
  - Priority



Dr Vijesh  
to me

Dear Sir,

Please find the selected 19 candidates for the training.  
Shall update the training start date by Monday.

IGEN	<a href="#">REGN.NO.</a>	Name
1	20EC048	Naveen .s
4	20EC088	VIGNESH .A
6	22CA004	ARUNKUMAR P
10	20EC015	DHIVYADHARSHINI V
12	20CS018	DHARSHAN K
17	732120104003	Arunkumar G
19	22ca030	YOGESH C
26	20EC090	Vikneshwaran T
27	20CS027	Gowsihan R
28	732120205001	Abinav Abinav.n
29	20IT031	MUHAMMAD JUBER S
30	20CS103	SRIMATHI C.N
37	20IT032	Mukesh .D
39	20CS053	NANJIN MOORTHY J
43	20EC009	BRUNDHA A
44	732120205015	Mathew P
50	732120104055	SOBIKA S
52	732120104023	Keerthana R
55	20EC021	Gomathi P

Thanks & Regards





3 December 2023

To,  
**Mohammed Sarjun S**

**OFFER LETTER  
(STRICTLY PRIVATE & CONFIDENTIAL)**

Dear **Sarjun**,

We are pleased to appoint you as “Business Development Executive” with CodeTown EdTech Private Limited (the “Company”) w.e.f. **1st January 2024** on the following terms and conditions.

- Location:** Koramangala, Bengaluru, India
- Timings:** Login (11am-12pm); Logout (8pm-9pm)
- Breaks:** Lunch (45 mins); Tea break (30 mins)
- Allowed Leaves:** 4 week off days per month (1 week off per week)  
Other paid leaves during 4 months duration - 8 (breakdown given below)  
*Medical Leave: 4 (1 per month)*  
*Casual Leave: 2*  
*Emergency Leave: 2*

5. **Probation:** 4 months

Upon successful completion of probation period (by clearing all month’s revenue marks) without any extension you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

DATE

FULL NAME

SIGNATURE



## 6. Probation Stipend:

- . 1st Month (Training month) - 20% of generated revenue
  - . 2nd Month - 10,000 + 5% incentives (revenue mark - 50,000)
  - . 3rd Month - 12,000 + 5% incentives (revenue mark - 60,000)
  - . 4th Month - 15,000 + 5% incentives (revenue mark - 75,000)
- . Respective revenue mark is expected to be achieved to proceed with next month's stipend band.
- . Employee conversion revenue mark - 90,000

## 7. Key Roles and Responsibilities:

- Drive the sale of our internship and industrial training programs
- Taking reviews over call and responding to the emails coming in from our enrolled students' side
- Addressing the queries of the students
- Connecting with students over call for any delay in their form submission
- Manage data automation to bring efficiency in daily reports, structuring weekly/monthly review metrics
- Be part of Growth Strategies

8. **Paperwork and Other Formalities:** You are required to submit an original document (Degree/ Diploma Original Certificate) in the first week of joining.

- . You will be given DevTown sim card to operate your work
- . In any case of your discontinuation of your journey at DevTown, you are expected to complete your exit formalities properly, which involves depositing the allotted sim card and other necessary steps.
- . After completion of the exit formalities, your original documents will be returned to you.

DATE

FULL NAME

SIGNATURE





CODETOWN EDTECH Pvt. Ltd.  
108, 2nd Floor, 27th Main Road,  
HSR, Layout, Sector 2, Bangalore,  
Karnataka, India, 560102  
+91 99837 42739 | +91 70164 16673 📞  
support@devtown.in ✉️  
www.devtown.in 🌐

9. During your service with the Company, you will be governed by the rules and regulations as per the policies, as and when, communicated by the Company.

**10. The Company reserves the rights to amend the terms of offer letter until 1 week before the scheduled Date of Joining.**

11. Amendments to the above terms and conditions, if any, will be made in writing or via official mail communication.

Please sign and upload the soft copy of this offer letter (initialing each page) in the given Onboarding form link as a token of your having accepted the above terms and conditions.

We welcome you into the organization and wish you a successful career with us. This could be the beginning of a beautiful relationship.

Kindly direct all your queries regarding this letter to the HR at [hr@devtown.in](mailto:hr@devtown.in)

Yours truly,

Ashish Modi  
Co-Founder, Director

I have read and understood the terms and conditions of employment mentioned in the letter of appointment and accept the same.

DATE

FULL NAME

SIGNATURE



## DATA PRIVACY CLAUSE

1. All the work that you will produce at or concerning CodeTown EdTech Private Limited (referred to as the Company hereafter) will be the intellectual property of the Company. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your reporting manager.

2. We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. The Company operates on the zero tolerance principle concerning any breach of data security guidelines. After the employment, you are expected to hand over all work/data stored on your Personal Computer to your reporting manager and delete the same from your machine.

3. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college and us). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. Besides, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

DATE

FULL NAME

SIGNATURE





Ref Code: ILM/CI/2024-2025/226

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Mukesh D

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/226

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

## 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.





Ref Code: ILM/CI/2024-2025/226

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/226

## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





Ref Code: ILM/CI/2024-2025/226

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/226

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1











**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**

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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**

Affix your Photo





**Offer: Computer Consultancy**

**Ref: TCSL/DT20234666104/Chennai**

**Date: 14/07/2024**

Mr. Naveen Kumar T

Sri Lakshmi Pg, 79115th Main 5th Cross Btm 2nd Stage, Opp. Udupi Garden, Near Kuvempu Park,  
Btm Layout 2nd Stage,  
Bengaluru-560076,  
Karnataka.

Tel# 91-9345193475

Dear Naveen Kumar T,

**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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.





## **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

## 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 ILP Program

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

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

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

**TCS Confidential**

**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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## **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 & Academic Interface**



[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**

<b>Name</b>	<b>Naveen Kumar T</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Nandha Engineering College, Erode</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wenderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yentra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp;3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>



## Annexure 3

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

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

#### **8. No License**

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





## 9. Equitable Rights

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

## 10. General

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

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

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

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



(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.





26<sup>th</sup> September 2024

Niranjan Kumar  
1-139/8 Periyar Nagar, Kilakku Street  
Olapalyam, Komarapalayam  
Namakkal - 638183

Dear Niranjan

On behalf of **General Datatech India Private Limited** (GDT), I am delighted to extend this offer of employment for the position of “Associate Engineer” at **grade 1** in our India Delivery Center, Bangalore.

Our organization thrives on committed and engaged associates and we are excited to have you join our team.

You are required to join on or before **4<sup>th</sup> November 2024**. If you do not join by this date, this offer stands withdrawn – unless the date of joining is extended and communicated in writing.

You are required to bring the following documents, with self-attested photocopies (except photographs) of each, at the time of joining.

- Aadhar Card & Pan Card
- Education Certificates including mark sheets.
- Passport (If available)
- Four copies of your recent passport size photograph (with white background -in formals).

Please note that salary payment will not take place until and unless PAN and bank account details are registered with the payroll department.

Please return the duplicate copy of this letter duly signed as a token of acceptance, within 3 days of the date of issue of this letter.

Your association with us will be bound by the following terms and conditions.

**GENERAL DATATECH INDIA PRIVATE LIMITED**

Registered Office: Aurbis Business Park, 2nd Floor, No.283, Survey No.58/7, Outer Ring Road, Devarabeesanahalli Village, Varthur Hobli, Bangalore 560103, India.  
CIN: U72200KA2022FTC156354



### 1. This offer is conditional on your completion of the below

- a. You successfully complete the GDT training program and certification.
- b. A background verification through internal or external agency. This would include your current and previous employment history as mentioned in your resume, your educational qualification – Highest degree, criminal check, and database checks. If any discrepancy of documentation is discovered after you have joined the organization, you are liable to be terminated, apart from any legal action to be initiated against you.

You have the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable.

### 2. Remuneration Package

Your total compensation (Cost to company) will be **INR 3,50,000/-** (Rupees Three Lakhs fifty thousand only) The entire remuneration package will be subject to tax deductible at source. All statutory requirements, including tax deductible at source, Employer Provident Fund, PT etc. will be paid and complied with by the company and all/any funds / salary / remuneration paid to you will be after such appropriate deductions. The Basic salary amount may be subject to deferment or deduction during the employment terms subject to agreement by the parties.

**Training cost** - In the unlikely event that you choose to leave the Company, or your services are terminated, before the completion of two years of employment with the company, the training cost of **INR 50,000** will be construed as debt due and payable by you and should be repaid on termination of your employment.

Please refer to **Annexure A** for details of salary structure and other allowances, if any.

Your appointment is subject to you being medically fit to perform the role specified in the job description.

### 3. Place of Work

You will be based at our Bangalore location. The company may relocate / transfer / depute you to any of its branches, or client's place as a part of their work, within or outside India where business of the company or any subsidiary / branch may come in existence if the company so directs based on the exigencies of work. Upon such relocation / transfer / deputation you agree to be bound by the rules and regulations of the respective workplace or otherwise specified by the company. GDT does not guarantee the continuation of any perquisite on the transfer of your services to a new location.

#### GENERAL DATATECH INDIA PRIVATE LIMITED

Registered Office: Aurbis Business Park, 2nd Floor, No.283, Survey No.58/7, Outer Ring Road, Devarabeesanahalli Village, Varthur Hobli, Bangalore 560103, India.  
CIN: U72200KA2022FTC156354



#### **4. Working Hours and Paid Holidays**

You will observe the working hours and holidays as assigned to you by your department / company. Working hours and holidays will be basis statutory compliances and as observed by client.

#### **5. Compensation Administration & Delivery**

Your compensation will be reviewed in accordance with the Performance review cycle determined by GDT and will be based on your job performance, business performance. The remuneration is subject to annual review as may be decided by the organization. Your Variable compensation earned and paid at future date may be deferred or reduced, notwithstanding the achievements of the performance metrics, for unforeseen circumstances such as pandemic or an act of God that would adversely affect the business.

#### **6. Leave**

You will be entitled for Leave as per company leave policy and as amended from time to time. You will be eligible for 12 working days of Earned Leave. Earned leave will be credited to you at the end of every month. Refer to the employee Handbook for details.

#### **7. Insurance**

You will be entitled to Group medical Insurance, Term life and accident insurance based on the GDT's current insurance scheme.

#### **8. Provident Fund & Gratuity**

If you are member of Provident Fund of an establishment covered under Employees Provident Fund act, 1952 or the Provident fund is recognized under the Income Tax Act, 1961 and you have not withdrawn the total accumulations standing to the credit of your account in the Provident Fund and the rules in relation to that Provident Fund permit you to transfer your Provident Fund. You will be entitled to join "Regional Provident Fund Organization" on receipt of your declaration in form No 11, otherwise you will be enrolled as member of the above provident fund from the date of your joining the organization.

You would be entitled to gratuity in accordance with the Payment of Gratuity Act, 1972.

#### **9. Maternity Benefits (if applicable)**

You shall be entitled to the benefits available under the Maternity Benefit Act, 1961, if applicable.

#### **10. Probation Period**

You will be on probation for a period of [6] months from the time you clear your technical training. In the event your work and conduct are not found satisfactory at any time during the period of probation, GDT has the right to terminate your services by giving 30 days prior written notice. Similarly, you may also resign anytime during the probation period by giving 90 days prior written notice. Your employment with GDT will not be deemed to have been confirmed unless you are informed in writing to that effect.

## **11. Termination / Notice Period and Separation**

During your full-time employment post probation confirmation, either party can terminate the contract of employment by giving three months' notice in writing, subject to the company's right to pay fixed salary in place of notice period on pro-rated basis. Should you resign, you will be required to give three months' notice of resignation failing which you will be liable to pay in lieu of a short notice period, at the discretion of the company. Notwithstanding anything contained in this Agreement, GDT has the right to terminate your employment as mentioned in the Employee Handbook.

If you have signed any service agreement or undertaking with the company as part of your employment process during your tenure with the organization, you will not be entitled to terminate your employment with the organization unless you comply with terms and conditions of service agreement or undertaking.

The organization shall have the right to terminate this contract without salary and without any notice period according to notice period due to the following conditions.

- Breach on your part of any terms and conditions of this contract
- Violations on your part of the organization rules regarding authenticity and information declared at the time of joining GDT.
- Any Misconduct on your part
- Failure to carry out your assigned duties and obligation.
- Breach of general rules and regulation of company as specified time to time
- You are charged with any criminal offence which is prejudicial to the interest of the company.
- Organization is restricted from continuing your employment due to any other legal incapability.

On Separation, you will immediately surrender the following to the company before you are released from the organization.

- Company assets issued to you during your employment to perform your role.
- Documents, Correspondence, sketches, plan, any financial records of company.
- Any market research, drawings, access / identity card
- Any other company property issued to you by the company to perform your roles and responsibility.

## **12. Intellectual Property**

All intellectual property rights, including but not limited to technologies or inventions that you develop or assist in developing in the course employment with GDT will be the sole and exclusive property of GDT. The company reserves the right to proceed legally against you and recover any damages, where any such intellectual property is sought to be protected by you independently of the company.



### **13. Data Privacy and Consent of Employee**

You hereby explicitly and unambiguously consent to the collection, use and transfer of personal data, including sensitive personal data of yours, by and among members of GDT for purposes related to your employment. GDT undertakes to protect the data provided by you in accordance with reasonable security practices and procedures. You also accept that the recipients may be located within or outside of India, in a country which may have different data privacy laws applicable.

However, you also understand and accept that GDT or an associated company may hold, retain, use and periodically transfer certain personal information including sensitive personal data of yours, including, but not limited to, your name, home address and telephone number, date of birth, salary, nationality, job title, residency status for the purpose of implementation, administration and management of the employment and related purposes, which may include but is not limited to, employment reviews, benefits, administration, etc.

You will not utilize or divulge to any person/persons any of our trade secrets or any information concerning the Company or its activities, figures or any other information that may become known to you during the course of your employment with us. Since such information and knowledge may be extremely valuable to the Company and the disclosure thereof may not be quantified in terms of money, the Company shall be entitled to obtain injunction relief against you in the event of your failure to perform this obligation / duty. This stipulation will be binding on you even after you have left the service of the Company.

### **14. Representing the Company**

For the purposes of this clause, "**sensitive personal data**" means personal data which consists of information relating to: (i) passwords; (ii) financial information such as bank account or credit card or debit card or other payment instrument details; (iii) physical, physiological and mental health condition; (iv) medical records and history; (v) biometric information; (vi) any detail relating to the above points.

### **15. Non-Solicitation**

You are not permitted to represent yourself as an authorized agent of GDT except in the course of the proper performance of your duties, or where authorized to do so. When your employment ceases, you must not hold yourself out in any business context as being an employee or representative of, or otherwise connected to GDT. Should there be any misrepresentation, intention to deceive in this respect, or any attempt to interfere in this way in the existing business relations between GDT, including but not limited to, its customers, agents and suppliers, GDT may take proceedings against you to prevent any recurrence and to recover any losses incurred as a result.

### **16. Non-Compete**

You will not, directly or indirectly, (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise) during your employment, and for 12 months thereafter, solicit, interfere with, or endeavor to entice away from GDT any person who, to your knowledge, is an employee, consultant, client or customer of GDT. You have further agreed that you shall not engage in



soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services or the company with those customers of the company with whom may have had any contact during your employment with the company for a period of 12 months after your employment ceases with GDT.

#### **17. Non- Disparagement**

You will not, during the term of this Agreement and for a period of six months thereafter, directly or indirectly, by yourself or through any relative, own, manage, control, participate in, consult with, render services for, or engage in any business competing with the business of GDT within India or abroad or undertake any professional activities other than in terms of this Agreement that may be deemed in the sole judgment of GDT, to constitute a conflict of interest with the business of GDT. You acknowledge and agree that the provisions of this clause are reasonable with respect to its duration, geographical area and scope, narrowly tailored and necessary to protect and preserve the legitimate business interests of GDT and that GDT would be irreparably damaged if you were to breach the covenants contained in this clause.

You will not engage in any acts or deeds that would be detrimental to the interests of GDT, tarnish the reputation of GDT or cause GDT to be involved in any legal or ethical controversy, either during your employment, or thereafter.

#### **18. Non-Violation**

You represent that by accepting the terms of this Agreement that you will not be in violation of the terms of any agreement with your previous employers or third parties.

#### **19. Code of Business Conduct and Employee Handbook**

Any time during the term of your employment, you are required to comply with all applicable laws, regulations, Employee Handbook (which includes GDT's Code of Business Conduct), as may be amended from time to time. You agree to read GDT's Employee Handbook thoroughly as soon as your employment commences and attend all mandatory training as advised from time to time.

#### **20. Access to Communication System**

You must use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that GDT may access or examine these systems, from time to time, in order to check if you have observed the GDT policies or if company assets have been used illegally or in an improper manner.

#### **21. Retirement Clause**

You will retire from GDT automatically on your completion of the age of sixty years or earlier if found medically unfit.



## **22. Governing Law**

This Agreement will be governed by and construed under the laws of India without regard to its principles of conflict of laws. Notwithstanding the foregoing, GDT reserves the right to invoke the jurisdiction of any competent courts in India (in particular its labour courts) or in any other country or jurisdiction (whether concurrently or not) to remedy or to prevent violation of or enforce any provisions in this Agreement. To the greatest extent permitted by applicable law, you waive any objection which you might now have to such courts being used as a forum to hear and determine any claim or suit.

Any disputes between yourself and the company / disputes / Differences or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by GDT at its sole discretion. The arbitrator proceedings will be governed by the Arbitration and Conciliation Act, 1966. The language of arbitration will be in English ONLY. Concerned employee and GDT are respectively entitled to approach the court of competent Jurisdiction for such interim reliefs as the company or the employee concerned may in its discretion deem fit. The arbitration shall be in Bangalore or City where GDT is registered in India. The award of arbitrator shall be final and binding on both parties.

## **23. No Assignment**

Except as otherwise provided in this Agreement, this Agreement, and the rights and obligations of the parties hereunder, will be binding upon and inure to the benefit of their respective successors, assigns, heirs, executors and administrators. GDT may assign any of its rights and obligations under this Agreement. You cannot assign, whether voluntarily or by operation of law, any of your rights and obligations under this Agreement.

## **24. Execution in Counterparts**

This Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered will be an original, but all such counterparts will together constitute one and the same instrument.

## **25. Severability and Survival**

In the event any provision or portion of this Agreement is determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Agreement will nevertheless be binding upon the parties with the same effect as though the invalid or unenforceable part had been severed and deleted. The respective rights and obligations of the parties hereunder will survive the termination of your employment to the extent necessary to the intended preservation of such rights and obligations.

All the other terms and conditions of your employment with GDT will be governed by the Employee Handbook (which contains rules and regulations, policies, procedures, and guidelines of GDT), which are subject to change from time to time, at the sole discretion of the management, without giving any notice or assigning any reason thereof. In case of any conflict between this Agreement and Employee Handbook or other policies, the provision



mentioned in this Agreement will supersede.

Kindly indicate that you understand and agree with the terms and conditions of this Agreement by signing a copy of the attachment to this Agreement and returning it to GDT no later than 5 days after the date of receipt of this Agreement. Please keep one copy for your records

**26. Other**

Your unauthorized absence from work for continuous period for more than 3 working days will be treated as absconding from duty and in the event, you do not report for work within 10 days from the date of absence, the same would be treated as “voluntary abandonment of service” and it shall be deemed that you are no longer interested in the employment and have resigned from the services of the company on your own accord.

You will be governed by all the rules and regulations and policies of the company.

You will devote your full time, attention, and ability to the interest of the company.

The above and below terms and conditions may be modified by the company from time to time in writing depending upon prevailing circumstances and practice in the industry and in relevance with prevalent laws and regulations. Such variations shall be binding on you.

**For and on behalf of General Datatech India Pvt Ltd**

Elizabeth Kapoor  
HR Leader, GDT India

**Employee Acknowledgement**

I fully understand and accept the terms and conditions as stated in this agreement.

-----  
Signature

Name

Date



**ANNEXURE A - COMPENSATION AND BENEFITS**

<b>COMPENSATION</b>	<b>Monthly</b>	<b>Annual</b>
<b>PART 1 - FIXED COMPONENTS</b>		
Basic	13,125	157,500
House Rent Allowance	6,563	78,750
Flexible Benefits Plan	6,465	77,575
Statutory Bonus	583	7,000
<b>PART 2 – RETIRALS</b>		
Provident Fund contribution	1,800	21,600
Gratuity	631	7,576
<b>Sum Total</b>	<b>29,167</b>	<b>350,000</b>

*Any Income tax liability on account of this compensation revision will continue to be deducted at source according to the prevailing Income tax law. All other terms and conditions of your service will remain unaltered*

**Additional Benefits**

**Health Insurance** - All employee (Employee, Spouse, 2 kids & Parents OR In Laws) will be covered with Group Medclaim with maximum sum value of INR 5,00,000 and Group Personal Accident Insurance and Term Life Insurance

**Internet Reimbursement Policy** - A maximum amount of INR 2000 per month will be reimbursed to employees towards their internet expenditure on submission of bills.

**Professional Development Policy** - Eligible employees will be reimbursed a maximum of Rs.1,00,000 per annum as part of the tutorials/certification fees under this policy. This amount will be reimbursed only on successful completion of the exams/certification and the results thereof to be furnished as part of the reimbursement bills/receipts.

**Health & Fitness Policy** - Employees can choose to reimburse annual gym membership, equipment, mobile applications, gears related to “Heath & Fitness” with maximum of INR 20,000 per annum. This benefit is applicable on confirmation of your employment after your probation.

(Refer policy/handbook for further details)

## Campus 2024 Recruitment process



Dear Raghul B,  
ITCI/2024/CAM/1301  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

Congratulations ! **We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.





**Offer: Computer Consultancy**

**Ref: TCSL/DT20234666396/Chennai**

**Date: 14/07/2024**

Ms. Ranjana V  
New Nellai Pandiyan Store, Elango Street,,  
Sivagiri, Erode,  
Erode-638109,  
Tamil Nadu.  
Tel# -

Dear Ranjana V,

**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** Grade Y. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20234666396**

**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



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.





## **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 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 ILP Program

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

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

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





## 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 & Academic Interface**



[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**

<b>Name</b>	<b>Ranjana V</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkana d, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India,</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>



## Annexure 3

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

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

#### **8. No License**

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





## 9. Equitable Rights

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

## 10. General

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

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

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

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



(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.



26 November 2023

To,  
Ranjith V

**OFFER LETTER  
(STRICTLY PRIVATE & CONFIDENTIAL)**

Dear Ranjith,

We are pleased to appoint you as "Business Development Executive" with CodeTown EdTech Private Limited (the "Company") w.e.f. 1st February 2024 on the following terms and conditions.

- 1. Location:** Koramangala, Bengaluru, India
- 2. Timings:** Login (11am-12pm); Logout (8pm-9pm)
- 3. Breaks:** Lunch (45 mins); Tea break (30 mins)
- 4. Allowed Leaves:** 4 week off days per month (1 week off per week)  
Other paid leaves during 4 months duration - 8 (breakdown given below)  
Medical Leave: 4 (1 per month)  
Casual Leave: 2  
Emergency Leave: 2

**5. Probation:** 4 months

Upon successful completion of probation period (by clearing all month's revenue marks) without any extension you shall be deemed to have been confirmed to the services of the Company unless otherwise communicated to you in writing by the Company.

DATE: 27/11/2023

V. Ranjith  
FULL NAME

V. Ranjith  
SIGNATURE



### 6. Probation Stipend:

- . 1st Month (Training month) - 20% of generated revenue
  - . 2nd Month - 10,000 + 5% incentives (revenue mark - 50,000)
  - . 3rd Month - 12,000 + 5% incentives (revenue mark - 60,000)
  - . 4th Month - 15,000 + 5% incentives (revenue mark - 75,000)
- . Respective revenue mark is expected to be achieved to proceed with next month's stipend band.
- . Employee conversion revenue mark - 90,000

### 7. Key Roles and Responsibilities:

- Drive the sale of our internship and industrial training programs
- Taking reviews over call and responding to the emails coming in from o enrolled students' side
- Addressing the queries of the students
- Connecting with students over call for any delay in their form submission
- Manage data automation to bring efficiency in daily reports, structuring weekly/ monthly review metrics
- Be part of Growth Strategies

8. Paperwork and Other Formalities: You are required to submit an original document (Degree/ Diploma Original Certificate) in the first week of joining.

- . You will be given DevTown sim card to operate your work
- . In any case of your discontinuation of your journey at DevTown, you are expected to complete your exit formalities properly, which involves depositing the allotted sim card and other necessary steps.
- . After completion of the exit formalities, your original documents will be returned to you.

27/11/2023  
DATE

V. Ranjith  
FULL NAME

V. Ranjith  
SIGNATURE



9. During your service with the Company, you will be governed by the rules and regulations as per the policies, as and when, communicated by the Company.

10. The Company reserves the rights to amend the terms of offer letter until 1 week before the scheduled Date of Joining.

11. Amendments to the above terms and conditions, if any, will be made in writing or via official mail communication.

Please sign and upload the soft copy of this offer letter (initialing each page) in the given Onboarding form link as a token of your having accepted the above terms and conditions.

We welcome you into the organization and wish you a successful career with us. This could be the beginning of a beautiful relationship.

Kindly direct all your queries regarding this letter to the HR at hr@devtown.in

Yours truly,

Ashish Modi

Ashish Modi  
Co-Founder, Director



I have read and understood the terms and conditions of employment mentioned in the letter of appointment and accept the same.

27/11/2023  
DATE

V. Ranjith  
FULL NAME

V. Ranjith  
SIGNATURE

## DATA PRIVACY CLAUSE

1. All the work that you will produce at or concerning CodeTown EdTech Private Limited (referred to as the Company hereafter) will be the Intellectual property of the Company. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your reporting manager.

2. We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. The Company operates on the zero tolerance principle concerning any breach of data security guidelines. After the employment, you are expected to hand over all work/data stored on your Personal Computer to your reporting manager and delete the same from your machine.

3. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your company). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. Besides, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

27/11/2023  
DATE

v. Ranjith  
FULL NAME

  
SIGNATURE



# Campus 2024 Recruitment process



Dear Runil V,  
ITCI/2024/CAM/1296  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

**Congratulations ! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.



13 December 2023

To,  
**Sheela Jery A**

**OFFER LETTER  
(STRICTLY PRIVATE & CONFIDENTIAL)**

Dear **Sheela**,

We are pleased to appoint you as “Business Development Executive” with CodeTown EdTech Private Limited (the “Company”) w.e.f. **1st May 2024** on the following terms and conditions.

- Location:** Koramangala, Bengaluru, India
- Timings:** Login (11am-12pm); Logout (8pm-9pm)
- Breaks:** Lunch (45 mins); Tea break (30 mins)
- Allowed Leaves:** 4 week off days per month (1 week off per week)  
Other paid leaves during 4 months duration - 8 (breakdown given below)  
*Medical Leave: 4 (1 per month)*  
*Casual Leave: 2*  
*Emergency Leave: 2*

5. **Probation:** 4 months

Upon successful completion of probation period (by clearing all month’s revenue marks) without any extension you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

DATE

FULL NAME

SIGNATURE



## 6. Probation Stipend:

- . 1st Month (Training month) - 20% of generated revenue
  - . 2nd Month - 10,000 + 5% incentives (revenue mark - 50,000)
  - . 3rd Month - 12,000 + 5% incentives (revenue mark - 60,000)
  - . 4th Month - 15,000 + 5% incentives (revenue mark - 75,000)
- . Respective revenue mark is expected to be achieved to proceed with next month's stipend band.
- . Employee conversion revenue mark - 90,000

## 7. Key Roles and Responsibilities:

- Drive the sale of our internship and industrial training programs
- Taking reviews over call and responding to the emails coming in from our enrolled students' side
- Addressing the queries of the students
- Connecting with students over call for any delay in their form submission
- Manage data automation to bring efficiency in daily reports, structuring weekly/monthly review metrics
- Be part of Growth Strategies

8. **Paperwork and Other Formalities:** You are required to submit an original document (Degree/ Diploma Original Certificate) in the first week of joining.

- . You will be given DevTown sim card to operate your work
- . In any case of your discontinuation of your journey at DevTown, you are expected to complete your exit formalities properly, which involves depositing the allotted sim card and other necessary steps.
- . After completion of the exit formalities, your original documents will be returned to you.

DATE

FULL NAME

SIGNATURE



CODETOWN EDTECH Pvt. Ltd.  
108, 2nd Floor, 27th Main Road,  
HSR, Layout, Sector 2, Bangalore,  
Karnataka, India, 560102  
+91 99837 42739 | +91 70164 16673 📞  
support@devtown.in ✉️  
www.devtown.in 🌐

9. During your service with the Company, you will be governed by the rules and regulations as per the policies, as and when, communicated by the Company.

**10. The Company reserves the rights to amend the terms of offer letter until 1 week before the scheduled Date of Joining.**

11. Amendments to the above terms and conditions, if any, will be made in writing or via official mail communication.

Please sign and upload the soft copy of this offer letter (initialing each page) in the given Onboarding form link as a token of your having accepted the above terms and conditions.

We welcome you into the organization and wish you a successful career with us. This could be the beginning of a beautiful relationship.

Kindly direct all your queries regarding this letter to the HR at [hr@devtown.in](mailto:hr@devtown.in)

Yours truly,

Ashish Modi  
Co-Founder, Director

I have read and understood the terms and conditions of employment mentioned in the letter of appointment and accept the same.

DATE

FULL NAME

SIGNATURE





## DATA PRIVACY CLAUSE

1. All the work that you will produce at or concerning CodeTown EdTech Private Limited (referred to as the Company hereafter) will be the intellectual property of the Company. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your reporting manager.
2. We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. The Company operates on the zero tolerance principle concerning any breach of data security guidelines. After the employment, you are expected to hand over all work/data stored on your Personal Computer to your reporting manager and delete the same from your machine.
3. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college and us). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. Besides, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

DATE

FULL NAME

SIGNATURE

March 2024

**Mr. Shiv Sakthivel J**  
**3/237 B(5), Nachipalayam post,**  
**Mudalipayam, Kangeyam Road,**  
**Tiruppur - 641606**

**Dear Shiv Sakthivel,**

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. **500000** CTC per annum 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. 500000** subject to Tax deduction. Further details are furnished in Annexure-1

**Confidentiality and Non Disclosure**

You are required to maintain the highest level of confidentiality regarding the company's affairs. This includes keeping all information, instruments, documents, and any other materials related to the company that you become aware of during your assessment period. Furthermore, you must not disclose any confidential information in accordance with the "**Non-disclosure and Confidentiality Policy**".

**AVA Software Pvt. Ltd.,**

Alpha City (SSPDL), 3rd Floor - Beta Block, Navalur, Chennai 600 130

**Website:** <http://www.avasoft.com>



### **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 provide insurance coverage with a sum assured of Rs. 3,00,000/- per annum per individual as specified in the policy. Additionally, employees have the option to extend this coverage to their parents, spouse, and up to two children at the negotiated AVASOFT prices, with a sum assured of INR 300,000 per individual annually. The entire premium amount of parents, spouse and children will be

**AVA Software Pvt. Ltd.,**

Alpha City (SSPDL), 3rd Floor - Beta Block, Navalur, Chennai 600 130

**Website:** <http://www.avasoft.com>

deducted from the employee's net salary on a monthly basis. Further details will be provided during the onboarding process.

- i. In the event that an employee claims insurance but leaves the company before the policy term is completed, the outstanding premium amount must be settled during the exit process and the insurance coverage will be considered void post the exit process.
- ii. If benefits were not utilized during the employment tenure and the employee leaves before the policy term concludes, the insurance coverage will be considered void, and no payment will be required.

### **Visa**

Any employee, having initially demonstrated their interest and enrolled in any type of visa application procedure and later communicates their intent to withdraw from said process, concerned individual shall bear financial liability for all pertinent costs borne by the company. These costs shall encompass not solely the expenditures associated with the visa application and processing, but shall additionally extend to cover transit expenses. The financial obligation further includes the comprehensive assessment of the efforts and time invested by company resources in managing and facilitating the visa process, thereby quantifying the damages caused.

### **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.

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- iv. If an employee resigns from the company or is demoted from their current position within six months of receiving a salary hike, the company reserves the right to reverse the salary adjustment. The decision to reverse the salary will be at the discretion of the company and will be communicated to the affected employee in writing. All salary modifications are subject to the discretion of the company.
- v. Any employee, in compliance with company regulations, who utilizes a certification granted by the organization for client-related activities is hereby prohibited from voluntarily terminating their employment for a specified duration of one year, commencing from the initiation date of the aforementioned certification. Should an employee resign due to an emergency, with approval from the management, they will have to pay for any certification cost paid by the company.
- vi. 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.
- vii. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.
- viii. 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.
- ix. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- x. 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

**AVA Software Pvt. Ltd.,**

Alpha City (SSPDL), 3rd Floor - Beta Block, Navalur, Chennai 600 130

**Website:** <http://www.avasoft.com>



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 19-Mar-2024.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Anthea Vicky".

---

**Anthea Vicky**

**Human Resources**

**AVA Software Pvt. Ltd.,**

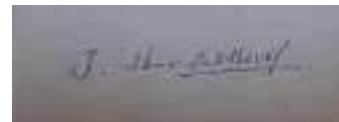
Alpha City (SSPDL), 3rd Floor - Beta Block, Navalur, Chennai 600 130

**Website:** <http://www.avasoft.com>

Compensation Break Up		
Name	Shiv Sakthivel J	
<b>A – Base Component</b>		
	<b>Monthly (Rs.)</b>	<b>Annual (Rs.)</b>
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
Leave Travel Allowance	1300	15600
Other 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>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.,

\_\_\_\_\_  
Anthea Vicky

\_\_\_\_\_  
Shiv Sakthivel J

Human Resources

Trainee Engineer

**AVA Software Pvt. Ltd.,**

Alpha City (SSPDL), 3rd Floor - Beta Block, Navalur, Chennai 600 130

Website: <http://www.avasoft.com>



## Campus 2024 Recruitment process



Dear Shuren M S,  
ITCI/2024/CAM/1293  
Nandha Engineering College

Greetings from ITC Infotech India Ltd!

**Congratulations ! We take pleasure in informing you that you have been selected in the campus recruitment process of ITC Infotech India Ltd.**

Kindly consider this mail as a formal confirmation of your selection as per below details and conditions -

CTC Offered	4.25 LPA
Designation	Associate IT Consultant
Grade	IS1
Joining Location	Bangalore / Coimbatore / Pune / Kolkata / Guwahati (Allocation Basis business requirements)

- You should complete your graduation which you are now pursuing without any backlog at the time of joining.
- Secure the minimum academic percentage as prescribed in the hiring process 60% and above in the graduation.
- You shall initially undergo a mandatory training program with ITC Infotech, which helps you to transition into the various fresher roles at ITC Infotech and complete the courses offered with the minimum pass percentages indicated therein.
- Further a detailed offer letter indicating the offer stack/terms& conditions/policies will be shared with you upon conclusion of trainings provided by ITC Infotech.
- Your selection and this letter shall be terminated immediately if the above conditions are not met and accordingly the employment offer shall stand revoked immediately without notice.

**In case of any further queries do reach out to us via email with the subject line "Campus Offer Confirmation – 2024 Batch"**

**Please acknowledge the receipt of this mail and indicate your acceptance through the MS Form which will be shared shortly.**

Warm Regards,

Phanindra R S

Campus Recruitment Team

ITC Infotech India Ltd.



**Kaar Technologies**  
Level 8 Shyamala Towers,  
No 134, Arcot Road,  
Chennai - 600 093, TN, INDIA  
CIN : U72200TN2005PTC082065  
t | +91 (44) 4055 1500  
f | +91 (44) 4055 1512  
e | info@kaaritech.com  
w | www.kaaritech.com

**Date: 17-July-2023**

**Name of the Student: Sivasakthi V**

**Name of the College: Nandha Educational Institutions**

### **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 of Joining**



### 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

<b>Name: Umamakeswari R</b>
<b>Designation: Trainee</b>
<b>Band: II-D</b>

<b>Compensation Structure in Rs.</b>	<b>Annual</b>	<b>Monthly</b>
<b>Basic</b>	260000	21667
<b>HRA</b>	130000	10833
<b>Flexi Benefit Allowance</b>	218900	18242
<b>Gross Salary</b>	<b>608900</b>	<b>50742</b>
<b>Employer's Contribution to PF</b>	21600	1800
<b>Gratuity</b>	13000	NA
<b>Medical Insurance</b>	6500	NA
<b>Annual Cost to Company</b>	<b>650000</b>	





To,

**Name :** Sowmiya R

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

Dear Sowmiya,

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 7 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, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **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 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 - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be INR **3,83,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 32,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **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. The joining bonus is a one-time payment that will be paid with the first month's salary.
- **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 13,800 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,60,700/-**

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”



## **JOB OFFER LETTER**

REF: INET/OFF/NEC2432

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear S Sowmiya,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **“English Language & Life Skill Trainer”** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### **PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.

### **FINANCIAL DEVELOPMENT**

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### **OUR REQUIREMENTS**

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.

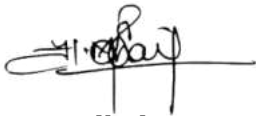


- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**

**i2Net**

**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





**3 December 2023**

To,  
**Subashini S**

**OFFER LETTER  
(STRICTLY PRIVATE & CONFIDENTIAL)**

Dear **Subashini**,

We are pleased to appoint you as “Business Development Executive” with CodeTown EdTech Private Limited (the “Company”) w.e.f. **1st June 2024** on the following terms and conditions.

- 1. Location:** Koramangala, Bengaluru, India
- 2. Timings:** Login (11am-12pm); Logout (8pm-9pm)
- 3. Breaks:** Lunch (45 mins); Tea break (30 mins)
- 4. Allowed Leaves:** 4 week off days per month (1 week off per week)  
Other paid leaves during 4 months duration - 8 (breakdown given below)  
*Medical Leave: 4 (1 per month)*  
*Casual Leave: 2*  
*Emergency Leave: 2*

**5. Probation:** 4 months

Upon successful completion of probation period (by clearing all month’s revenue marks) without any extension you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

DATE

FULL NAME

SIGNATURE

## 6. Probation Stipend:

- . 1st Month (Training month) - 20% of generated revenue
  - . 2nd Month - 10,000 + 5% incentives (revenue mark - 50,000)
  - . 3rd Month - 12,000 + 5% incentives (revenue mark - 60,000)
  - . 4th Month - 15,000 + 5% incentives (revenue mark - 75,000)
- . Respective revenue mark is expected to be achieved to proceed with next month's stipend band.
- . Employee conversion revenue mark - 90,000

## 7. Key Roles and Responsibilities:

- Drive the sale of our internship and industrial training programs
- Taking reviews over call and responding to the emails coming in from our enrolled students' side
- Addressing the queries of the students
- Connecting with students over call for any delay in their form submission
- Manage data automation to bring efficiency in daily reports, structuring weekly/ monthly review metrics
- Be part of Growth Strategies

8. **Paperwork and Other Formalities:** You are required to submit an original document (Degree/ Diploma Original Certificate) in the first week of joining.

- . You will be given DevTown sim card to operate your work
- . In any case of your discontinuation of your journey at DevTown, you are expected to complete your exit formalities properly, which involves depositing the allotted sim card and other necessary steps.
- . After completion of the exit formalities, your original documents will be returned to you.

DATE

FULL NAME

SIGNATURE





CODETOWN EDTECH Pvt. Ltd.  
108, 2nd Floor, 27th Main Road,  
HSR, Layout, Sector 2, Bangalore,  
Karnataka, India, 560102  
+91 99837 42739 | +91 70164 16673 📞  
support@devtown.in ✉️  
www.devtown.in 🌐

9. During your service with the Company, you will be governed by the rules and regulations as per the policies, as and when, communicated by the Company.

**10. The Company reserves the rights to amend the terms of offer letter until 1 week before the scheduled Date of Joining.**

11. Amendments to the above terms and conditions, if any, will be made in writing or via official mail communication.

Please sign and upload the soft copy of this offer letter (initialing each page) in the given Onboarding form link as a token of your having accepted the above terms and conditions.

We welcome you into the organization and wish you a successful career with us. This could be the beginning of a beautiful relationship.

Kindly direct all your queries regarding this letter to the HR at [hr@devtown.in](mailto:hr@devtown.in)

Yours truly,

Ashish Modi  
Co-Founder, Director

I have read and understood the terms and conditions of employment mentioned in the letter of appointment and accept the same.

DATE

FULL NAME

SIGNATURE



## DATA PRIVACY CLAUSE

1. All the work that you will produce at or concerning CodeTown EdTech Private Limited (referred to as the Company hereafter) will be the intellectual property of the Company. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your reporting manager.

2. We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. The Company operates on the zero tolerance principle concerning any breach of data security guidelines. After the employment, you are expected to hand over all work/data stored on your Personal Computer to your reporting manager and delete the same from your machine.

3. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college and us). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. Besides, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

DATE

FULL NAME

SIGNATURE





## Offer from Mahendra NextWealth

1 message

HR MNW <hr@mnxw.org>

Sat, 27 Apr 2024 at 4:46 pm

To: Sudharshini263@gmail.com <Sudharshini263@gmail.com>

### Offer Letter

Name: Mr/Ms. Sudharshini V M

Address: 6/77, Perumalkoil Theru, Oricheripuduer, Bhavani, Erode - 638315

Dear Sudharshini V M ,

We are pleased to offer you an appointment with us as with Salary of: Cost to Company is Rs Rs 17,606/- per month (Rs Rs 2,11,272.00 /-per Annum). The terms and conditions of your employment are:

Below mentioned are policies and procedures of the organization, which you accept to abide by acknowledging this letter. For all other matters not herein specified the company's conditions of service and service rules and amended from time to time shall be applicable and you shall strictly abide by the rules, regulations, office order and instructions issued by Senior Management from time to time.

- You will carry out such duties as assigned to you and during such hours including split duty hours as may be directed by Senior Management and your superiors from time to time which in the event of your refusal will amount to gross misconduct.
- Your email id as per records is: [Sudharshini263@gmail.com](mailto:Sudharshini263@gmail.com) . This email ID will be used for all official correspondence with you regarding your employment with Mahendra Next Wealth IT India Pvt Ltd. In case of change in your email id, you need to submit a written request to the HR team.
- You shall be on probation for six (6) months. Thereafter, your performance will be reviewed and if found satisfactory, your services will be confirmed by a letter of confirmation. During probationary period, your employment can be terminated by the company at any point of time without any prior intimation. If you want to leave the organization during the probation period, you are required to give one (1) month notice to the company.
- If you are terminating your contract of employment, you are required to give 2 months' notice period or pay the organization an amount equivalent of your two months' salary. Upon receiving resignation request from employee, based on operational requirement, management reserves the right to decide the notice period which can vary from 0 to 60 days. While you are in the service of contract, management has the right to terminate your service at any time by giving you one month notice or equivalent of one-month salary. In case you leave your employment without giving requisite notice, no relieving order will be issued, and settlement of dues will be at the discretion of the Management. The Management reserves the right to deduct, as liquidated damages, an amount equivalent to two months' gross salary from any amount that may be due to you and if the same is not available or is insufficient then, the Management shall have the right to recover such amount as found due from you in any manner deemed fit.
- Upon confirmation of your employment, you will be entitled for 12 days medical/casual leave per annum. Your request for medical leave should be duly supported with a medical certificate signed by registered medical practitioner. In addition to this, you will be entitled to earned / privilege leave at the rate of 21 working days per annum after completion of one year. You may avail leave earned with the prior information/permission and approval of senior management.
- Based on the project that you are assigned with, you will be required to follow the required compliance regulations which may include restriction of entering the office Operational premise with your mobile phones, storage devices, watches or any other personal gadgets and belongings. You may be physically frisked before entering the premises. Based on the customer requirement, you may be required to sign customer specific NDAs.
- That during your employment with us, you shall not work anywhere else directly or indirectly, part time, or full time, honorary or in any other capacity without written approval of Senior Management and you shall not disclose to anybody any confidential information available to you in the course of your employment with the company.
- To bring in professionalism in the working environment, you are required to follow the uniform dress code set by the organization, failing which management reserves the right to collect penalty as applicable.
- In case of staffs utilizing the office transportation, applicable charges will be deducted in salary.
- Your appointment shall be subject to your being declared physically fit. Even thereafter, in case it is considered essential, you shall have to undergo periodical or special medical examination from such a doctor as may be nominated by the company for the purpose of determining whether or not you are medically capable of carrying out your duties and if you are found medically unfit your services are liable to be terminated immediately.
- In case of process requirement, background verification will be initiated by the internal team or with the support of a third-party organization. If found any information provided to the company is false/misleading or not satisfactory in any of the criminal checks, the offer letter stands null and void.
- During employment with the Company, you may be posted or transferred to any of the Offices/Divisions/Departments/Associated Units of the Company or Client locations existing or to be set up at any other location, without any additional remuneration.
- Any instance of improper conduct, misconduct, gross negligence, error which are fatal in nature or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate dismissal. In such an event, payment of salary and all other payments shall cease as per the date of this dismissal.

• During the closure of your Employment Agreement, by Resignation/Termination/or my any other methods/reasons; you are entitled to return all the company properties that might have been allotted to you during the time of employment. Failing to surrender and clearing the dues if any, company reserves the rights to take appropriate action that may include legal proceedings and withholding the pending salary if any in part or full as compensation as required.

• At any time during the employment or even there after you will keep the names of the clients/customers of the company confidential and will not disclose it to anyone directly or indirectly in any means. While declaring the employment status in any of the Social Platforms or while writing any note about the job profile, you declare that you will not mention the customer's name.

• While employed with Mahendra Next Wealth IT India Pvt Ltd and 3 years there after your employment engagement, you agree not to involve in any type of employment/business deals with any of the clients/customers of Mahendra Next Wealth and NextWealth Entrepreneurs Pvt Ltd. In case of any such needs, you accept to get a prior written approval from Mahendra Next Wealth IT India Pvt Ltd.

• Statutory deductions (if any), will be made from your salary as per the prevailing law of the country. However, for your income tax you shall be personally responsible for filing returns etc. The company will provide you the tax deductions certificate, if applicable at the end of each financial year.

• Deduction for Health insurance policy is applicable as per the pay slab and the number of dependents.

• Language Allowance is specific to the project that you are assigned to and the applicability is dependent on the same.

Please send an acceptance of the offer in the mail confirming your acceptance of the above terms and conditions of the appointment and return it to us for office records.

Yours sincerely,

**Mahendra Next Wealth IT India Pvt. Ltd**

**Annexure:**

**Name: Sudharshini V M**

<b>Component</b>	<b>Amount (per month)</b>
Basic Pay:	Rs 5275/-
Dearness Allowance:	Rs 5735/-
House Rent Allowance:	Rs 0/-
Medical Reimbursement:	Rs 0/-
Conveyance Allowance:	Rs 0/-
Telephone & Internet Allowance:	Rs 0/-
Meal Allowance:	Rs 0/-
Car Allowance:	Rs 0/-
Books & Periodical Allowance:	Rs 0/-
Driver Allowance:	Rs 0/-
Leave Travel Allowance:	Rs 0/-
PDA:	Rs 0/-
Special Allowance:	Rs 0/-
Performance Incentive:	Rs 1000/-
Language Allowance:	Rs 3000/-
Bonus:	Rs 917/-
PF Employer Contribution:	Rs 1321/-
ESI Employer Contribution:	Rs 358/-
<b>Total Cost to Company (per month):</b>	<b>Rs Rs 17,606/-</b>



**Dear MR.SUGUL**

**Date: 06<sup>th</sup> March 2024**

**Sub: Offer Letter**

Thank you for exploring career opportunities with Top Freshers Technologies. You have successfully completed our selection process and we are pleased to make you an offer of employment. You have been selected for the position of **Research Associate** at Top freshers Technologies Private Limited - Chennai. And your appointment will be governed by the terms and conditions presented below. Your stipend during the internship period of 6 months will be **Rs.10000 per month**. After Successful completion of the internship period, your compensation will be **Rs 3,00,000 LPA– Rs 4,50,000 LPA (including variable component)**.

### **1. Place of Posting**

You will be based at our office in Chennai. However, your services are transferable and you may be seconded or deputed to any operation under the management of Top freshers, their parents, subsidiaries, affiliates or clients whether in India or abroad.

### **2. Probation Period**

You will be on probation for a period of 6 months before the date of joining. The probationary period shall be extended to a maximum of 3 additional months before the date of joining, if the company feels necessary. During the probationary period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. If the probationary period is completed successfully, the notification will state that you are suitable for permanent employment. If it has not been executed successfully, necessary steps will be taken to inform you of the results and begin the termination process.

### **3. Notice Period**

You may terminate your employment by giving Three months' notice in writing to the company, or by payment of Three months' base salary in lieu thereof. Company may terminate your employment by giving you one-month notice.

### **4. Miscellaneous Provisions**


Arbitration: In case of any dispute between the parties arising under the Terms and Conditions of Employment or in any manner connected to it shall be settled through Arbitration under Indian Arbitration and Conciliation Act, 1996 by the sole Arbitrator to be appointed by the Top Freshers Technologies. The seat, or legal place, of arbitration shall be Chennai. The Arbitration award shall be final and binding upon the Parties.

You are requested to sign a copy of this letter and give it back to the company in token of acceptance of policy & procedures. Please note that the obligations under this letter of appointment starts immediately on you are signing and accepting the company's policy & procedures.

We look forward to welcoming you to Top Freshers Technologies.

Yours sincerely,

Received, Read, Understood and Accepted



**Signature:**

**Meyyappan Natarajan**  
Managing Director

**Name:**  
**Date:**

Sopra Steria (India) Limited  
Seaview Special Economic Zone, Building 4  
Plot No. 20 & 21, Sector - 135  
Gautam Buddh Nagar, Noida (U.P.) – 201304, India  
T. +91 120 302 1330  
[www.soprasteria.in](http://www.soprasteria.in)

**Subject: Letter of Intent**

Dear **Thayanithi**,

**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 **Graduate Engineer**.
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 **5<sup>th</sup> Nov'24**

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: ..... Father's Name : .....  
Signature: ..... Date : .....  
Contact Details: .....





Ref Code: ILM/CI/2024-2025/205

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Ms. Thilaga S

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/205

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

## 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.





Ref Code: ILM/CI/2024-2025/205

## 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. **(Candidates can also opt to stay on their own at their own cost)**
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.**
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



*Ref Code: ILM/CI/2024-2025/205*

## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.





*Ref Code: ILM/CI/2024-2025/205*

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/205

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1











**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**



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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**



Dear MS.UMAMAKESHWARI

Date: 06<sup>th</sup> March 2024

**Sub: Offer Letter**

Thank you for exploring career opportunities with Top Freshers Technologies. You have successfully completed our selection process and we are pleased to make you an offer of employment. You have been selected for the position of **Research Associate** at Top freshers Technologies Private Limited - Chennai. And your appointment will be governed by the terms and conditions presented below. Your stipend during the internship period of 6 months will be **Rs.10000 per month**. After Successful completion of the internship period, your compensation will be **Rs 3,00,000 LPA– Rs 4,50,000 LPA (including variable component)**.

**1. Place of Posting**

You will be based at our office in Chennai. However, your services are transferable and you may be seconded or deputed to any operation under the management of Top freshers, their parents, subsidiaries, affiliates or clients whether in India or abroad.

**2. Probation Period**

You will be on probation for a period of 6 months before the date of joining. The probationary period shall be extended to a maximum of 3 additional months before the date of joining, if the company feels necessary. During the probationary period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. If the probationary period is completed successfully, the notification will state that you are suitable for permanent employment. If it has not been executed successfully, necessary steps will be taken to inform you of the results and begin the termination process.

**3. Notice Period**

You may terminate your employment by giving Three months' notice in writing to the company, or by payment of Three months' base salary in lieu thereof. Company may terminate your employment by giving you one-month notice.

**4. Miscellaneous Provisions**

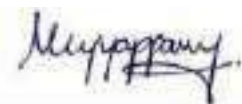
Arbitration: In case of any dispute between the parties arising under the Terms and Conditions of Employment or in any manner connected to it shall be settled through Arbitration under Indian Arbitration and Conciliation Act, 1996 by the sole Arbitrator to be appointed by the Top Freshers Technologies. The seat, or legal place, of arbitration shall be Chennai. The Arbitration award shall be final and binding upon the Parties.

You are requested to sign a copy of this letter and give it back to the company in token of acceptance of policy & procedures. Please note that the obligations under this letter of appointment starts immediately on you are signing and accepting the company's policy & procedures.

We look forward to welcoming you to Top Freshers Technologies.

Yours sincerely,

Received, Read, Understood and Accepted



**Signature:**

**Meyyappan Natarajan**  
Managing Director

**Name:**

**Date:**



Ref Code: ILM/CI/2024-2025/207

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Viswa g

Date: 07-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2024-2025/207

**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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

## 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.



Ref Code: ILM/CI/2024-2025/207

## 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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.





Ref Code: ILM/CI/2024-2025/207

## Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/207

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN copy.

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 **31-03-2024**, 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/2024-2025/207

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		<b>Deductions</b>	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
<b>Breakup of the Compensation</b>		<b>ILM'S Contribution</b>	
Basic + VDA	₹ 16,347	ESI Contribution	₹ 560
Special Allowance	₹ 860	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	₹ 15,277	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. (Between ₹ 500/- & ₹ 2000/- per month)			

ILM/F/023/1.1









**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

From,

Date:

Pin code:

**Ref Code: ILM / CI / 2024 - 2025 / \_\_\_\_\_**

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 / 2024 - 2025 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**

Affix your Photo



+91 7397302221  
+91 4448657548

www.webberax.com  
hr@webberax.com

144 Velmurugan Sri Lakshmi Hall Complex,  
Redhills Road, Bharathi Nagar Padur,  
Ambattur, Chennai - 600053

Date: 01.02.2024

To:

YOKESHWARAN.J  
NANDHA ENGINEERING

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE**

Dear YOKESHWARAN.J

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER - TRAINEE**. So, your joining date will be in-between June 2024 to Dec 2024 at our organization.

Your salary would be,

0 - 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month. 2.64L per Annum.

After your successful completion of 15 Months - Rs. 26,000 (Twenty-Six Thousand Only) Per Month. 3.12L per Annum.

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 the scanned copy of your signed offer letter to the mentioned email id (**hr@webberax.com**) and revert back to us within a month from the date of this offer letter which is issued.

K. Kotteshwaran  
(KOTTESHWARAN K)

HR MANAGER - WEBBERAX

( YOKESHWARAN.J )



## JOB OFFER LETTER

REF: INET/OFF/NEC2418

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear K Jalaludeen**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **“English Language & Life Skill Trainer”** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.

### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.



- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**

**i2Net**

**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>
CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>
CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.



## JOB OFFER LETTER

REF: INET/OFF/NEC2416

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear B Krishnan Kutty,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **“English Language & Life Skill Trainer”** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
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- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.

### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount) from the date of your reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.



- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### **JOB RESPONSIBILITIES**

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
**Director**

**i2Net**

**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>
CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>
CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





RENAULT NISSAN  
TECHNOLOGY &  
BUSINESS CENTRE INDIA



Chengalpattu, October 24, 2023

Ref : HR/20922/Oct 2023

Dear **Manu C**,

Congratulations!

We are pleased to offer you, **Apprenticeship** 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 shall be informed.

Your apprenticeship shall be for a period of twelve months. Your all-inclusive stipend shall be **Rs. 35,417/- (Rupees Thirty Five Thousand Four Hundred and Seventeen only)** per month and your apprenticeship shall be governed by a contract of apprenticeship to be entered into by you and the relevant policies in this regard, framed by the Company.

The eligibility criteria prescribed for the apprenticeship is a pass in the 7<sup>th</sup> & 8<sup>th</sup> semester of your **B Tech-Information Technology** and overall grade /percentage of minimum 70% in academics and subject to you providing us the consolidated mark sheets or Provisional certificates and on satisfying the eligibility criteria and qualifications prescribed under The Apprentices Act,1961 and the Rules there under to our satisfaction, on or before June 2024. Any failure, on your part, in this regard, shall automatically disentitle you and this offer shall be rescinded forthwith.

While the Company is not bound to offer any employment to you on successful completion of the apprenticeship training, you shall be issued with a training completion certificate. You will not be entitled to claim any lien or employment with the Company.

In case of further clarifications with reference to your joining as an Apprentice, please get in touch with our Joining Cell on email to [renault-nissan.campus@rntbci.com](mailto:renault-nissan.campus@rntbci.com)

**Accepted**

**Sincerely**

**Candidate Name:**

**Bhargavi Gopalakrishna**

**Date:**

**Head – Talent Acquisition, RNTBCI**

**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



**Kaar Technologies**  
Level 8 Shyamala Towers,  
No 134, Arcot Road,  
Chennai - 600 093, TN, INDIA  
CIN : U72200TN2005PTC082065  
t | +91 (44) 4055 1500  
f | +91 (44) 4055 1512  
e | info@kaartech.com  
w | www.kaartech.com

**Date: 17-July-2023**

**Name of the Student: Naveen Kumar D**

**Name of the College: Nandha Educational Institutions**

### **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 of Joining**



### 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

<b>Name: Naveen Kumar D</b>
<b>Designation: Trainee</b>
<b>Band: II-D</b>

<b>Compensation Structure in Rs.</b>	<b>Annual</b>	<b>Monthly</b>
<b>Basic</b>	260000	21667
<b>HRA</b>	130000	10833
<b>Flexi Benefit Allowance</b>	218900	18242
<b>Gross Salary</b>	<b>608900</b>	<b>50742</b>
<b>Employer's Contribution to PF</b>	21600	1800
<b>Gratuity</b>	13000	NA
<b>Medical Insurance</b>	6500	NA
<b>Annual Cost to Company</b>	<b>650000</b>	





8 December 2023

To,  
**Sabari Balaji A**

**OFFER LETTER  
(STRICTLY PRIVATE & CONFIDENTIAL)**

Dear **Balaji**,

We are pleased to appoint you as “Business Development Executive” with CodeTown EdTech Private Limited (the “Company”) w.e.f. **1st February 2024** on the following terms and conditions.

- Location:** Koramangala, Bengaluru, India
- Timings:** Login (11am-12pm); Logout (8pm-9pm)
- Breaks:** Lunch (45 mins); Tea break (30 mins)
- Allowed Leaves:** 4 week off days per month (1 week off per week)  
Other paid leaves during 4 months duration - 8 (breakdown given below)  
*Medical Leave: 4 (1 per month)*  
*Casual Leave: 2*  
*Emergency Leave: 2*

5. **Probation:** 4 months

Upon successful completion of probation period (by clearing all month’s revenue marks) without any extension you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

DATE

FULL NAME

SIGNATURE



## 6. Probation Stipend:

- . 1st Month (Training month) - 20% of generated revenue
  - . 2nd Month - 10,000 + 5% incentives (revenue mark - 50,000)
  - . 3rd Month - 12,000 + 5% incentives (revenue mark - 60,000)
  - . 4th Month - 15,000 + 5% incentives (revenue mark - 75,000)
- . Respective revenue mark is expected to be achieved to proceed with next month's stipend band.
- . Employee conversion revenue mark - 90,000

## 7. Key Roles and Responsibilities:

- Drive the sale of our internship and industrial training programs
- Taking reviews over call and responding to the emails coming in from our enrolled students' side
- Addressing the queries of the students
- Connecting with students over call for any delay in their form submission
- Manage data automation to bring efficiency in daily reports, structuring weekly/monthly review metrics
- Be part of Growth Strategies

8. **Paperwork and Other Formalities:** You are required to submit an original document (Degree/ Diploma Original Certificate) in the first week of joining.

- . You will be given DevTown sim card to operate your work
- . In any case of your discontinuation of your journey at DevTown, you are expected to complete your exit formalities properly, which involves depositing the allotted sim card and other necessary steps.
- . After completion of the exit formalities, your original documents will be returned to you.

DATE

FULL NAME

SIGNATURE





CODETOWN EDTECH Pvt. Ltd.  
108, 2nd Floor, 27th Main Road,  
HSR, Layout, Sector 2, Bangalore,  
Karnataka, India, 560102  
+91 99837 42739 | +91 70164 16673 📞  
support@devtown.in ✉️  
www.devtown.in 🌐

9. During your service with the Company, you will be governed by the rules and regulations as per the policies, as and when, communicated by the Company.

**10. The Company reserves the rights to amend the terms of offer letter until 1 week before the scheduled Date of Joining.**

11. Amendments to the above terms and conditions, if any, will be made in writing or via official mail communication.

Please sign and upload the soft copy of this offer letter (initialing each page) in the given Onboarding form link as a token of your having accepted the above terms and conditions.

We welcome you into the organization and wish you a successful career with us. This could be the beginning of a beautiful relationship.

Kindly direct all your queries regarding this letter to the HR at [hr@devtown.in](mailto:hr@devtown.in)

Yours truly,

Ashish Modi  
Co-Founder, Director

I have read and understood the terms and conditions of employment mentioned in the letter of appointment and accept the same.

DATE

FULL NAME

SIGNATURE



## DATA PRIVACY CLAUSE

1. All the work that you will produce at or concerning CodeTown EdTech Private Limited (referred to as the Company hereafter) will be the intellectual property of the Company. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your reporting manager.

2. We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. The Company operates on the zero tolerance principle concerning any breach of data security guidelines. After the employment, you are expected to hand over all work/data stored on your Personal Computer to your reporting manager and delete the same from your machine.

3. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college and us). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. Besides, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

DATE

FULL NAME

SIGNATURE





RENAULT NISSAN  
TECHNOLOGY &  
BUSINESS CENTRE INDIA



Chengalpattu, October 24, 2023

Ref : HR/20782/Oct 2023

Dear **Manu C**,

Congratulations!

We are pleased to offer you, **Apprenticeship** 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 shall be informed.

Your apprenticeship shall be for a period of twelve months. Your all-inclusive stipend shall be **Rs. 35,417/- (Rupees Thirty Five Thousand Four Hundred and Seventeen only)** per month and your apprenticeship shall be governed by a contract of apprenticeship to be entered into by you and the relevant policies in this regard, framed by the Company.

The eligibility criteria prescribed for the apprenticeship is a pass in the 7<sup>th</sup> & 8<sup>th</sup> semester of your **B Tech-Information Technology** and overall grade /percentage of minimum 70% in academics and subject to you providing us the consolidated mark sheets or Provisional certificates and on satisfying the eligibility criteria and qualifications prescribed under The Apprentices Act,1961 and the Rules there under to our satisfaction, on or before June 2024. Any failure, on your part, in this regard, shall automatically disentitle you and this offer shall be rescinded forthwith.

While the Company is not bound to offer any employment to you on successful completion of the apprenticeship training, you shall be issued with a training completion certificate. You will not be entitled to claim any lien or employment with the Company.

In case of further clarifications with reference to your joining as an Apprentice, please get in touch with our Joining Cell on email to [renault-nissan.campus@rntbci.com](mailto:renault-nissan.campus@rntbci.com)

**Accepted**

**Sincerely**

**Candidate Name:**

**Bhargavi Gopalakrishna**

**Date:**

**Head – Talent Acquisition, RNTBCI**

**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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234666104/Chennai**  
**Date: 14/07/2024**

Mr. V Jeevaprasanth  
Sri Lakshmi Pg, 79115th Main 5th Cross Btm 2nd Stage, Opp. Udupi Garden, Near Kuvempu Park,  
Btm Layout 2nd Stage,  
Bengaluru-560076,  
Karnataka.  
Tel# 91-9345193475

Dear Jeevaprasanth,

**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 Grade Y**. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.



## **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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

**TCS Confidential**

**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





sessions & proctored assessments. Further to accepting this Offer letter, you are recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

## 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 ILP Program

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

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

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

**TCS Confidential**

**TCSL/DT20234666104**

**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 Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## 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 & Academic Interface**



[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**

<b>Name</b>	<b>Jeevaprassanth V</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Nandha Engineering College, Erode</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wenderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yentra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp;3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>





## Annexure 3

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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





(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.



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 5003202**

## **Letter of Intent ("LOI")**

June 14, 2024

Dear JEEVITHA.K,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

JEEVITHA.K , Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 5003202**

## **Letter of Intent ("LOI")**

June 14, 2024

Dear JEEVITHA.K,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

JEEVITHA.K , Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

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6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



WONJIN AUTOPARTS INDIA PVT. LTD..

Plot No. A14  
CMDA Industrial Complex  
Maramala Nagar - 603 209  
Tel: 91 - 44 - 4740 4400  
Fax: 044 - 4740 0142  
e-mail: hr@onegenindia.in

DATE: 24.11.23

**OFFER LETTER**

TO: MR. K. ARUN PRASANTH

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI. Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.



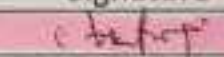

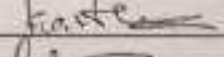


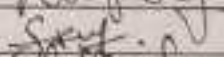

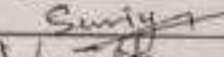

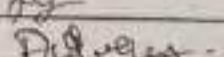
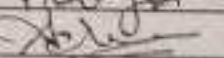

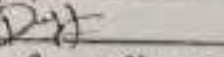
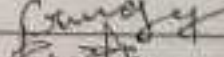
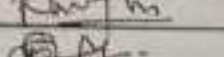
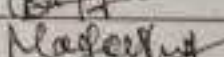




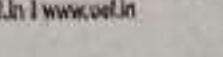


27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	
2	20ME006	Gowtham m	18-01-2024	
3	20ME013	Karthi T	18-01-2024	
4	20ME018	Manjunath G	18-01-2024	
5	20ME019	Manokar R	01.02.2024	
6	20ME024	Naveen Kumar S	01.02.2024	
7	20ME030	Santhanakrishnan A	01.02.2024	
8	20ME032	Santhosh R	01.02.2024	
9	20ME039	Suriya M	01.02.2024	
10	20ME044	Vishwanath G	01.02.2024	
11	20MEL02	Akash.E	01.02.2024	
12	20MEL03	Alaganthiran S	01.02.2024	
13	20MEL07	Ashwin B	01.03.2024	
14	20MEL15	Dheenathayalan P	01.03.2024	
15	20MEL18	Divakaran P	01.03.2024	
16	20MEL22	Gugan A	01.03.2024	
17	20MEL32	Karthikkumar R	01.04.2024	
18	20MEL35	Kesavan A	01.04.2024	
19	20MEL38	Mageshwaran K S	01.04.2024	
20	20MEL45	Nandhan V	01.04.2024	
21	20MEL59	Sabarish D	01.04.2024	

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28476500 | upasana@vel.in | www.vel.in  
 Factory : Kothagondapalli, Hoour - 635 109, Tamil Nadu, India | +91 4344 276360  
 CIN : U65991TN1992PLC022619 | PAN No. : AAACA5469F | GSTIN 33AAACA5460F1Z5



Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account. To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. J. J.

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : SBA, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 25478500 | upasana@sef.in | www.sef.in  
Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360  
CIN : U65991TN1992PL0022619 | PAN No. : AAACAS460F | GSTIN : 33AAACAS460F1Z5





**TVS  
UPASANA  
LTD**

Enclosed copy of Company's term and conditions.

**Please Note and communicate to students for acceptance.**

Thanking you,  
For TVS Upasana Limited

**N Sambasivam  
Manager – Personnel**

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylepore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28478500 | upasana@vel.in | www.vel.in  
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CIN : U65991TN1392PLC022619 | PAN No. : AAACAS400F | GSTIN 33AAACAS48DP1Z5



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/49/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Dhanabalan S for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7





**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/31/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Gopinath V for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
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(HR&DEVELOPMENT)



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**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

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 CIN : U05591TN1992PLC022619 | PAN No. : AAACA5480F | GSTIN 33AAACA5480F1Z5





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To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
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9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
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10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

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CIN : U05991TN1902PLC022519 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5



**TVS  
UPASANA  
LTD**

Enclosed copy of Company's term and conditions.

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For TVS Upasana Limited

**N Sambasivam**  
Manager – Personnel

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Factory : Kolthagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 276360  
CN : U65991TN1992PLC022619 | PAN No. : AAACA5463F | GSTIN : 33AAACA5463F1Z5





DATE: 24. 11. 25

**OFFER LETTER**

TO: MR. P. GUNASEELAN

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**Salary Details:**

Stipend	:	Rs. 15,000/- pm
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E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
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- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.



DATE: 24.11.23

**OFFER LETTER**

TO: MR. R. HARISH

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.







WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K  
CMDA Industrial Complex,  
Maraimalai Nagar - 603 209  
Tel : 91 - 44 - 4740 4400  
Fax : 044 - 4740 0142  
e-mail : hr@onegenindia.in

DATE: 29.12.23

**OFFER LETTER**

TO: MR. A. INESH

With reference to the above, we have great pleasure in offering you for the position of G.E.T (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- LD.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
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[www.ncr.com](http://www.ncr.com)



S.No	Register Number	Name (Initial at End)	College & Dept
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5	20ME045	Yathishprasanna M	NEC - Mech
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13	20MEL48	Nitharson V	NEC - Mech
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16	20MEL64	Seenivasan R	NEC - Mech
17	20MEL74	Vinubalan V	NEC - Mech

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050

27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	<i>[Signature]</i>
2	20ME006	Gowtham m	18-01-2024	<i>[Signature]</i>
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**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28478500 | upasana@ucl.in | www.ucl.in  
 Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360  
 CIN : U65991TN1992PLD022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5





Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account. To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. Sub

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Factory : Kobagondapalli, Hosur - 625 109, Tamil Nadu, India | +91 4344 278260

CIN : U05901TN1992PLC022819 | PAN No. : AAACAS460F | GSTIN 33AAACAS460F1Z5



**TVS  
UPASANA  
LTD**

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

**N Sambasivam**  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

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Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

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Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

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**R.K. Saravanan  
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**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/32/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Kavin Kumar A for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/48/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Kavin V for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7





**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/47/2023


04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Loganathan A for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



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Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7

27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

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 Factory : Kothagondopalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360  
 CIN : U65991TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F125





Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
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8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account.  
To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

A handwritten signature in black ink, appearing to read "N. Sub", is written over the bottom right portion of the document.

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India | +91 44 28476500 | upasana@juel.in | www.juel.in  
Factory : Kollegal, Hosur - 635 109, Tamil Nadu, India | +91 4344 278390  
CIN : U05901TN1902PLC020519 | PAN No. : AAACAS462F | GSTIN 33AAACA3462F1Z3



Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read "N. Sambasivam", written over a light blue circular stamp.

**N Sambasivam**  
Manager – Personnel

**Note:** Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : SIA, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India. | +91 44 25478500 | [upasana@uvel.in](mailto:upasana@uvel.in) | [www.uvel.in](http://www.uvel.in)

Factory : Kollegal, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5



27.11.2023

To,  
The Placement Officer  
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Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

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12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. Sub

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 25478500 | upasana@vsnl.in | www.vsnl.in

Factory : Kothayondipalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 276369

CIN : U62991TN1992PL0022019 | PAN No : AAACAS480F | GSTIN : 33AAACAS460F125





**TVS  
UPASANA  
LTD**

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

**N Sambasivam**  
Manager – Personnel

Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 96A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 26476500 | upasana@ust.in | www.ust.in

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U55991TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN : 33AAACA5460F1Z5



**Offer Letter**

03-Oct-2023

To,

Mr. Manova Arputharaj R

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "Super Auto Forge.

You will be paid with the **Monthly CTC of Rs. 17500/- (Including Attendance Bonus).**

**Other Benefits Includes**

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Food @ Shifts.
5. Free Transportation.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROX):**

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No. 45, 2nd Floor, North Usman Road, Next to Moganial Jewellers, T.Nagar, Chennai - 600 017. Ph No +91-44-2432 0035

www.logskim.com





**Ms. Merlin Abinaya**  
8/370 Sri Priya Nagar  
Near Housing Board Bus Stand ,Perundurai  
Rs Post Kommakovil,  
Erode – 638052  
Contact Number: +91- 8667802624

Chengalpattu, June 28, 2024

HR/80166/Jun 2024

**Dear Merlin Abinaya,**

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 **July 24, 2024**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

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'.**

Sincerely

**Bhargavi Gopalakrishna**  
Head – Talent Acquisition  
RNTBCI

**Acceptance of Offer**

**Merlin Abinaya**

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)



**Offer Letter**

03-Oct-2023

To,

**Mr. Mohan Vijay R – Mech**

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company **"Super Auto Forge"**.

You will be paid with the **Monthly CTC of Rs. 17500/- (Including Attendance Bonus)**.

**Other Benefits Includes**

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Food @ Shifts.
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You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROX):**

1. Resume
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8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

Authorized Signatory



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



27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	<i>[Signature]</i>
2	20ME006	Gowtham m	18-01-2024	<i>[Signature]</i>
3	20ME013	Karthi T	18-01-2024	<i>[Signature]</i>
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18	20MEL35	Kesavan A	01.04.2024	<i>[Signature]</i>
19	20MEL38	Mageshwaran K S	01.04.2024	<i>[Signature]</i>
20	20MEL45	Nandhan V	01.04.2024	<i>[Signature]</i>
21	20MEL59	Sabarish D	01.04.2024	<i>[Signature]</i>

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India | +91 44 28476500 | upasana@vel.in | www.ovel.in

Factory : Kolbagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 270360

CIN : U85991TN1992PLC022619 | PAN No. : AAACA5400F | GSTIN 33AAACA5400F125



TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account. To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. Sub

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 56A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 26478500 | upasana@svl.in | www.uel.in

Factory : Kathagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U65901TN1902PLC022519 | PAN No. : AAACAS460F | GSTIN 33AAACAS460F1Z5





Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read "N. Id", written over a light blue circular stamp.

N Sambasivam  
Manager – Personnel

Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 96A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India | +91 44 23476500 | upasana@ustl.in | www.ustl.in

Factory : Kolhagondapalli, Hosur - 635 105, Tamil Nadu, India | +91 4344 278360

CIN : U65299TN1952PLC022619 | PAN No. : AAACA5432F | GSTIN 33AAACK5400F1Z5

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu - 603 004, India.

Tel: +91 - 44 6618 9999

Fax: +91 - 44 6618 9797

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



S.No	Register Number	Name (Initial at End)	College & Dept
1	20ME012	Kannan D	NEC - Mech
2	20ME014	Kavin Adithya A M	NEC - Mech
3	20ME025	Nithishkumar M	NEC - Mech
4	20ME043	Vijayaragavan R	NEC - Mech
5	20ME045	Yathishprasanna M	NEC - Mech
6	20MEL06	Arulmurugan. T	NEC - Mech
7	20MEL10	Bhuvaneshkumar N	NEC - Mech
8	20MEL12	Boopathi.K	NEC - Mech
9	20MEL13	Dharaneesh R	NEC - Mech
10	20MEL21	Gopalakrishnan R	NEC - Mech
11	20MEL26	Jagadeesh Kumar P	NEC - Mech
12	20MEL36	Krishnamoorthi S	NEC - Mech
13	20MEL48	Nitharson V	NEC - Mech
14	20MEL52	Ragul Kannan T	NEC - Mech
15	20MEL58	Ravi Prakash E	NEC - Mech
16	20MEL64	Seenivasan R	NEC - Mech
17	20MEL74	Vinubalan V	NEC - Mech

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050



**Treffer Technologies**

From concept to realisation...

11/1, Kinnhalayapuram Thoveta Saalagal  
Chettopalayam, Coimbatore - 661 201, Tamil Nadu, India  
Ph: +91 96009 42800  
Email: info@treffertech.com | Web: www.treffertech.com

**Employment Offer Letter**

March 25, 2024

To

**Mr. A R Prathish**  
13/54, Thomaspuram Street  
Avinashi, Coimbatore

Dear Mr. A R Prathish,

We are delighted to offer you the position of Design Engineer in our company effective from April 1, 2024. Please find below your salary details:

Salary details	Amount (INR)	Additional	Amount (INR)	Deductions	Amount (INR)
Basic	10,323.00	PF employer	1651.68	PF employee	1651.68
HRA	5,161.50	LWF employer	1.67	LWF employee	208.33
Conveyance	500.00	Festival Bonus	583.00	Tax on employment	0.83
Medical	300.00	ESI employer	559.00	ESI employee	129.00
Others	920.50				
<b>Total gross</b>	<b>17,205.00</b>	<b>Total additional</b>	<b>2795.35</b>	<b>Total deductions</b>	<b>1989.84</b>
<b>CTC (Total gross + Additional)</b>					<b>20000.00</b>
<b>Net salary (Total gross - Deductions)</b>					<b>15215.00</b>

I hope you will enjoy your role and make a significant contribution to the success of the company.

Sincerely,

For Treffer Technologies



(Nandakumar Ganesh)  
Chief Executive





**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/46/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Pugazhenth V for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/45/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Sanjay R for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

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Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
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 CIN : U65991TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5



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13. Experience certificate will be given to the trainees after successful completion of training period.

N. Lal

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India | +91 44 26478520 | upasana@vsl.in | www.vsl.in  
Factory : Kollegal, Hosur - 635 106, Tamil Nadu, India | +91 4344 278360  
CIN : U65991TN1920PLC022619 | PAN No. : AACAS460F | GSTIN : 33AACAS460F1Z5





Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read 'N. Sambasivam', written over a light grey circular stamp.

**N Sambasivam**  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 86A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 25478500 | upasana@vel.in | www.uel.in

Factory : Kothagondapalli, Hosur - 605 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1292PLC022612 | PAN No. : AAACAS400F | GSTIN 33AAACA5400F1Z3

27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

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20	20MEL45	Nandhan V	01.04.2024	<i>[Signature]</i>
21	20MEL59	Sabarish D	01.04.2024	<i>[Signature]</i>

**A SUBSIDIARY OF SUNDRAM FASTENERS LIMITED**

Regd Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28478500 | upasana@uol.in | www.uol.in  
 Factory : Kothagandapalli, Hosur - 636 109, Tamil Nadu, India | +91 4344 278360  
 CIN : U65091TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F125





TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account. To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. Sub

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 96A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 064, Tamil Nadu, India | +91 44 26478500 | upasana@vel.in | www.ust.in

Factory : Kolthegondopalli, Haver - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U63001TN1952PLC022519 | PAN No. : AAACAS460F | GSTIN 33AAACAS460F125



TVS  
UPASANA  
LTD

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

N Sambasivam  
Manager – Personnel

Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

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Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 276300

CIN : U65991TN1992PLC022819 | PAN No : AAACA5460F | GSTIN 33AAACA5460F1Z5





NSIP/HR/LO1

4<sup>th</sup> April 2024

Mr. Sarveshwaran. S  
229, Mettur Main road,  
Chittar, Kesarimangalam,  
Bhavani, Erode,  
Tamilnadu-638311.

Dear Sarveshwaran. S

**Sub: Offer Letter**

With reference your application and subsequent interview during the campus Selection, we are pleased to inform you that the following candidate have been selected for the post of "GET - Production." in our organisation. They will be allotted One-year training period and probation for a period of six months, during which their performance will be rated.

You will be paid **Gross Salary of Rs. 22,400/- Per month** and you will be reporting to Production dept - Manager.

Your place of posting will be at our Factory located at No 530 Benjamin Road, Sector-24, DTZ, SRICITY, Tada, PIN-517646, and A.P.

You are advised to join us on & before **12<sup>th</sup> April 2024** from the date of offer issued, along with the following documents:


1. All certificates related to your Education.
2. Four Passport size photographs and two conduct certificates from Gazetted officers.
3. Medical fitness certificate certified by authorized Doctor.

We welcome you to NS Instruments India Private Limited, and wish you a happy and mutually beneficial relationship. You are requested to sign a copy of this offer letter as a token of acceptance. This offer is valid subject to your Medical Fitness.

For NS Instruments India Pvt. Ltd.

  
Ikarashi Takao

Accepted by

  
Sarveshwaran. S



ONEGENE  
The Best Of Me

WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K  
CMDA Industrial Complex,  
Maraimalai Nagar - 603 209  
Tel: 91 - 44 - 4740 4400  
Fax: 044 - 4740 0142  
e-mail: hr@onegenindia.in

DATE: 24.11.23

**OFFER LETTER**

TO: MR. J. STEPHEN PONRAJ

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company:

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI,

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.





27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	<i>[Signature]</i>
2	20ME006	Gowtham m	18-01-2024	<i>[Signature]</i>
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TVS  
UPASANA  
LTD

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N. Jai

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Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India T +91 4344 276350

CIN : U65991TN1992PLC022619 | PAN No : AAACAS460F | GSTIN : 33AAACAS460F125





TVS  
UPASANA  
LTD

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

N Sambasivam  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

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Factory : Kothagondapalli, Hosur - 635 103, Tamil Nadu, India. | +91 4344 278360

CIN : U65921TN1952PLC022619 | PAN No. : AAACA5450F | GSTIN 33AAACA54502F1Z5



**Offer Letter**

03-Oct-2023

To,

Mr. Tamarasan P – Mech

**Congratulation!!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company "Super Auto Forge.

You will be paid with the **Monthly CTC of Rs. 17500/- (Including Attendance Bonus).**

**Other Benefits Includes**

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Food @ Shifts.
5. Free Transportation.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROX):**

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

  
Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.)





## Offer Letter

03-Oct-2023

To,

Mr. Thanigaivel S – Mech

Congratulation!! We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company **\*Super Auto Forge**.

You will be paid with the **Monthly CTC of Rs. 17500/- (Including Attendance Bonus)**.

### Other Benefits Includes

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
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You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

### Documents Required (XEROX):

1. Resume
2. Aadhar Card
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4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
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7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for Joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No: 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No: +91-44-2432 0035

www.logskim.com



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/50/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Varun K R for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
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S.No	Register Number	Name (Initial at End)	College & Dept
1	20ME012	Kannan D	NEC - Mech
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5	20ME045	Yathishprasanna M	NEC - Mech
6	20MEL06	Arulmurugan. T	NEC - Mech
7	20MEL10	Bhuvaneshkumar N	NEC - Mech
8	20MEL12	Boopathi.K	NEC - Mech
9	20MEL13	Dharaneesh R	NEC - Mech
10	20MEL21	Gopalakrishnan R	NEC - Mech
11	20MEL26	Jagadeesh Kumar P	NEC - Mech
12	20MEL36	Krishnamoorthi S	NEC - Mech
13	20MEL48	Nitharson V	NEC - Mech
14	20MEL52	Ragul Kannan T	NEC - Mech
15	20MEL58	Ravi Prakash E	NEC - Mech
16	20MEL64	Seenivasan R	NEC - Mech
17	20MEL74	Vinubalan V	NEC - Mech

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050



27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

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11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

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CIN : U65391TN1952PLC022819 | PAN No. : AAACA5469F | GSTIN 33AAACAS460F1Z5





Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read "N. Sambasivam". The signature is fluid and cursive, with a long horizontal stroke at the end.

N Sambasivam  
Manager – Personnel

Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

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Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

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Dear Sir,

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**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

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6	20MEL06	Arulmurugan. T	NEC - Mech
7	20MEL10	Bhuvaneshkumar N	NEC - Mech
8	20MEL12	Boopathi.K	NEC - Mech
9	20MEL13	Dharaneesh R	NEC - Mech
10	20MEL21	Gopalakrishnan R	NEC - Mech
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12	20MEL36	Krishnamoorthi S	NEC - Mech
13	20MEL48	Nitharson V	NEC - Mech
14	20MEL52	Ragul Kannan T	NEC - Mech
15	20MEL58	Ravi Prakash E	NEC - Mech
16	20MEL64	Seenivasan R	NEC - Mech
17	20MEL74	Vinubalan V	NEC - Mech

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/44/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Yogesh R for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7





**OFFER LETTER**

Dear **Ajayprabu V**

We are pleased to offer you employment for the position of **Engineer Trainee** in **DELPHI - TVS Technologies Ltd** Chennai-45.

**STIPEND IN TRAINING PERIOD**

You are expected to do the Internship in our organization we expect you to work on the full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.18000/ (Rupees Eighteen Thousand Only) .

**(Note: The above may not apply to you if your college does not permit internships).**

<b>Details</b>	<b>Monthly</b>	<b>Annual</b>
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	1600	19200
Other Allowance & Flexible Component	1600	19200
<b>Gross Salary</b>	<b>18200</b>	<b>218400</b>
Employer Provident Fund 12% Basic + TA*	1800	21600
<b>Cost to Company (CTC)</b>	<b>20000</b>	<b>240000</b>
Internet AI allowance**		500
Prosperity Sharing Plan***		6000
<b>Compensation for the first year</b>		<b>246500</b>
<b><u>OTHER BENEFITS:</u></b>		
<b>GRATUITY SALARY REVISION</b>		
<b>Revision to your compensation will be after one year from the date of joining,</b>		
<b>Completion of the probation DELPHI - TVS Technologies ltd</b>		
With Best Wishes,		
Yours Sincerely		

All the best

Regards

**M.K. KANNAN BABU**

**Deputy General Manager - HR**

**Ref: HR/2024/213**

**DATE: 05.02.2024**

For DELPHI-TV S Technologies Ltd

  
**M.K. KANNAN BABU**  
DGM - HR

**Delphi - TVS Technologies Ltd.,**

(Formerly Delphi-TV S Diesel Systems Limited)

Mannur, Thodukadu Post, Snpurumbudur Taluk,

Kanchipuram Dist. 602 105, Tamilnadu, India.

Telephone: (044) 27658454 Fax: (044) 27658351

Regd. Office: 11-13, Patullis Road, Chennai 600 002, INDIA

CIN U24117TN1952PLC005704



27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	<i>[Signature]</i>
2	20ME006	Gowtham m	18-01-2024	<i>[Signature]</i>
3	20ME013	Karthi T	18-01-2024	<i>[Signature]</i>
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20	20MEL45	Nandhan V	01.04.2024	<i>[Signature]</i>
21	20MEL59	Sabarish D	01.04.2024	<i>[Signature]</i>

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Head Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 29478500 | upasana@vel.in | www.vel.in

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U05991TN1992PLC022519 | PAN No. : AAACA5400F | GSTIN 33AAACA5460F1Z5





**TVS  
UPASANA  
LTD**

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account. To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

*N. Sub*

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Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India | +91 44 28478500 | upasana@jvel.in | www.jvel.in  
Factory : Kothagondapatti, Hosur - 635 101, Tamil Nadu, India | +91 4344 278360  
CIN : U65991TN1992PLC022519 | PAN No. : AAACA3460F | GSTIN : 33AAACA6460F1Z5



TVS  
UPASANA  
LTD

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

**N Sambasivam**  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 96A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India. | +91 44 25476500 | upasana@ustl.in | www.ustl.in

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CIN : U65991TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5

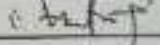



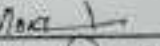
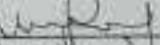
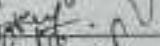



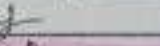




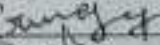
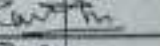

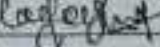




27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

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21	20MEL59	Sabarish D	01.04.2024	

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 99A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 064, Tamil Nadu, India. | +91 44 26478500 | uposana@uofl.in | www.uofl.in

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1992PLC022619 | PAN No. : AAACA5402F | GSTIN 33AAACA5402F125



TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
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8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account.  
To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. J. Sub

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 66A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28478500 | upasana@vsnl.in | www.vsnl.in

Factory : Kothagondopalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : UC5991TH1902PLC022619 | PAN No. : AAACAS460F | GSTIN 33AAACAS460F125





Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read "N. Sambasivam", with a long, sweeping flourish extending to the right.

**N Sambasivam**  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28476500 | [upasana@ust.in](mailto:upasana@ust.in) | [www.ust.in](http://www.ust.in)

Factory : Kothagondapalli, Hosur - 635 103, Tamil Nadu, India | +91 4344 278360

CIN : U05991TN1992PLC022619 | PAN No. : AAACAS460F | GSTIN : 33AAACAS460F1Z5



**OFFER LETTER**

Dear **Ancelinnishanth M A**

We are pleased to offer you employment for the position of **Engineer Trainee** in **DELPHI - TVS Technologies Ltd** Chennai-45.

**STIPEND IN TRAINING PERIOD**

You are expected to do the Internship in our organization we expect you to work on the full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.18000/ (Rupees Eighteen Thousand Only) .

**(Note: The above may not apply to you if your college does not permit internships).**

<b>Details</b>	<b>Monthly</b>	<b>Annual</b>
Basic	13200	158400
Taxable Allowance	1800	21600
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Other Allowance & Flexible Component	1600	19200
<b>Gross Salary</b>	<b>18200</b>	<b>218400</b>
Employer Provident Fund 12% Basic + TA*	1800	21600
<b>Cost to Company (CTC)</b>	<b>20000</b>	<b>240000</b>
Internet AI allowance**		500
Prosperity Sharing Plan***		6000
<b>Compensation for the first year</b>		<b>246500</b>
<b><u>OTHER BENEFITS:</u></b>		
<b>GRATUITY SALARY REVISION</b>		
<b>Revision to your compensation will be after one year from the date of joining,</b>		
<b>Completion of the probation DELPHI - TVS Technologies ltd</b>		
With Best Wishes,		
Yours Sincerely		

All the best

Regards

**M.K. KANNAN BABU**

**Deputy General Manager - HR**

**Ref: HR/2024/214**

**DATE: 05.02.2024**

For DELPHI-TV S Technologies Ltd

*M.K. Kannan Babu*  
**M K KANNAN BABU**  
DGM - HR

**Delphi - TVS Technologies Ltd.,**

(Formerly Delphi-TV S Diesel Systems Limited)

Mannur, Thodukadu Post, Sripurambudur Taluk,

Kanchipuram Dist. 602 105, Tamilnadu, India.

Telephone: (044) 27658454 Fax: (044) 27658351

Regd. Office: 11-13, Patullas Road, Chennai 600 002, INDIA

CIN U24117TN1952PLC005704





**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu - 603 004, India.

Tel: +91 - 44 6618 9999

Fax: +91 - 44 6618 9797

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



S.No	Register Number	Name (Initial at End)	College & Dept
1	20ME012	Kannan D	NEC - Mech
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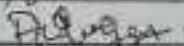



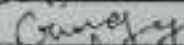
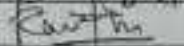
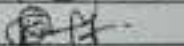
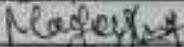




27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
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21	20MEL59	Sabarish D	01.04.2024	

**A SUBSIDIARY OF SUNDAM FASTENERS LIMITED**

Regd Office : 88A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 29478509 | upasana@udi.in | www.udi.in

Factory : Kothagondapalli, Hoover - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U55991TN1092PLC022619 | PAN No. : AAACA5460F | GSTIN : 33AAACA5460F125



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UPASANA  
LTD

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1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account. To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. J. J.

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 96A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India | +91 44 25478500 | upasana@vsnl.in | www.upsl.in

Factory : Kothagundapalli, Howar - 635 105, Tamil Nadu, India | +91 4344 278360

CIN : U63999TN1902PLC022819 | PAN No. : AAACAS480F | GSTIN 33AAACAS480F1Z3





Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read "N. Sambasivam", written over a light blue circular stamp.

**N Sambasivam**  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India | +91 44 28476500 | [upasana@vsnl.in](mailto:upasana@vsnl.in) | [www.upasana.com](http://www.upasana.com)

Factory : Kottagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U85901TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5



WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K  
CMDA Industrial Complex  
Maramela Nagar - 603 209  
Tel: 91-44-4740 4400  
Fax: 044-4740 0142  
e-mail: hr@onegenindia.in

DATE: 27.11.23

**OFFER LETTER**

TO: Mr. S. BALAJI

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

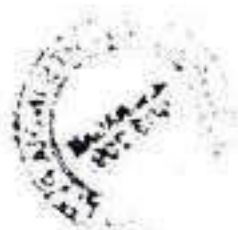
Stipend : Rs. 15,000/- pm  
Special Process Allowances : Rs4, 000/- (Brazing)  
E S I Deduction part : Applicable (0.75 % on Gross Salary)  
Facilities provided : Subsidized Food, ESI;

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN '24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.







**Offer: Computer Consultancy**

**Ref: TCSL/DT20234664398/Chennai**

**Date: 14/07/2024**

Mr. Balasurya G  
42/29 seelampatti  
ks palayam  
perundurair , 638052  
Bhavani-638301,  
Tamil Nadu.  
Tel# 91- 6379006217

Dear Balasurya 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 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** Grade Y. You will be assigned a role in any Unit as per 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.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20234664398**

**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



## **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.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be `600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

## **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.

## **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.





## **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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## **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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP 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 in extended working hours depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

### **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 in this offer letter.

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 the last day of the month in which you complete 60 years of age, 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

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 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 ILP Program

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

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

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





## **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 & Academic Interface**



[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**

<b>Name</b>	<b>Prasanth Rj</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Nandha Engineering College, Erode</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	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>

# 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.

\*\*\* 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.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT LT. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yentra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp;3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>



## Annexure

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

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

#### **8. No License**

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





## 9. Equitable Rights

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

## 10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050

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S.No	Register Number	Name (Initial at End)	College & Dept
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3	20ME025	Nithishkumar M	NEC - Mech
4	20ME043	Vijayaragavan R	NEC - Mech
5	20ME045	Yathishprasanna M	NEC - Mech
6	20MEL06	Arulmurugan. T	NEC - Mech
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11	20MEL26	Jagadeesh Kumar P	NEC - Mech
12	20MEL36	Krishnamoorthi S	NEC - Mech
13	20MEL48	Nitharson V	NEC - Mech
14	20MEL52	Ragul Kannan T	NEC - Mech
15	20MEL58	Ravi Prakash E	NEC - Mech
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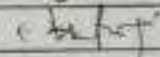
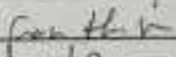
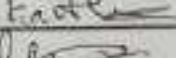

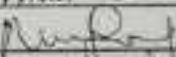

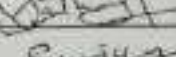
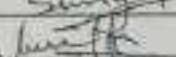

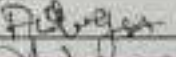

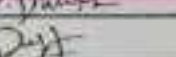
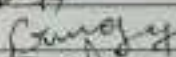
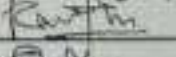
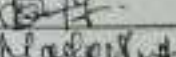
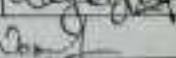







27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	
2	20ME006	Gowtham m	18-01-2024	
3	20ME013	Karthi T	18-01-2024	
4	20ME018	Manjunath G	18-01-2024	
5	20ME019	Manokar R	01.02.2024	
6	20ME024	Naveen Kumar S	01.02.2024	
7	20ME030	Santhanakrishnan A	01.02.2024	
8	20ME032	Santhosh R	01.02.2024	
9	20ME039	Suriya M	01.02.2024	
10	20ME044	Vishwanath G	01.02.2024	
11	20MEL02	Akash.E	01.02.2024	
12	20MEL03	Alaganthiran S	01.02.2024	
13	20MEL07	Ashwin B	01.03.2024	
14	20MEL15	Dheenathayalan P	01.03.2024	
15	20MEL18	Divakaran P	01.03.2024	
16	20MEL22	Gugan A	01.03.2024	
17	20MEL32	Karthikkumar R	01.04.2024	
18	20MEL35	Kesavan A	01.04.2024	
19	20MEL38	Mageshwaran K S	01.04.2024	
20	20MEL45	Nandhan V	01.04.2024	
21	20MEL59	Sabarish D	01.04.2024	

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India | +91 44 26473500 | upasana@vel.in | www.vel.in

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1922PLC022619 | PAN No. : AAACA5400F | GSTIN 33AAACA5460F1Z5



TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account.  
To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 6 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. Jai

A SUBSIDIARY OF SUNDRAM FASTENERS LIMITED

Regd. Office: 56A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 26470500 | upasana@pdf.in | www.upl.in

Factory: Kothagondapalli, Howai - 625 109, Tamil Nadu, India | +91 4344 278360

CIN : U62991TN1292PLC022519 | PAN No. : AAACAS480F | GSTIN 33AAACAS480F125



**TVS  
UPASANA  
LTD**

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

**N Sambasivam**  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

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**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/43/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Dinesh K for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018




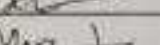

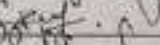
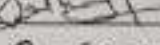




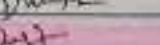
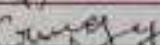
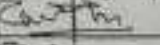




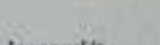


CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7

27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	
2	20ME006	Gowtham m	18-01-2024	
3	20ME013	Karthi T	18-01-2024	
4	20ME018	Manjunath G	18-01-2024	
5	20ME019	Manokar R	01.02.2024	
6	20ME024	Naveen Kumar S	01.02.2024	
7	20ME030	Santhanakrishnan A	01.02.2024	
8	20ME032	Santhosh R	01.02.2024	
9	20ME039	Suriya M	01.02.2024	
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14	20MEL15	Dheenathayalan P	01.03.2024	
15	20MEL18	Divakaran P	01.03.2024	
16	20MEL22	Gugan A	01.03.2024	
17	20MEL32	Karthikkumar R	01.04.2024	
18	20MEL35	Kesavan A	01.04.2024	
19	20MEL38	Mageshwaran K S	01.04.2024	
20	20MEL45	Nandhan V	01.04.2024	
21	20MEL59	Sabarish D	01.04.2024	

**A SUBSIDIARY OF SUNDRAM FASTENERS LIMITED**

Regd Office : 88A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28478500 | upasana@uol.in | www.uel.in

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F125



TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account. To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of S5LC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. Lal

A SUBSIDIARY OF SUNDAM FASTENERS LIMITED

Regd Office : SBA, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India. | +91 44 25476500 | upasana@usf.in | www.usf.in  
Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 276360  
CIN : U63991TN1992PLC022619 | PAN No. : AAACA546DF | GSTIN 33AAACA546DF1Z5





**TVS  
UPASANA  
LTD**

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

**N Sambasivam**  
Manager – Personnel

Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

**A SUBSIDIARY OF SUNDRAM FASTENERS LIMITED**

Regd Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28478500 | upasana@ust.in | www.ust.in

Factory : Kolhagondapalli, Hosur - 635 103, Tamil Nadu, India | +91 4344 278300

CIN : U65991TN1992PLC022619 | FNN No. : AAACA5460F | GSTIN 35AAACA5460F1Z5



**OFFER LETTER**

Dear **Giridharan A**

We are pleased to offer you employment for the position of **Engineer Trainee** in **DELPHI - TVS Technologies Ltd** Chennai-45.

**STIPEND IN TRAINING PERIOD**

You are expected to do the Internship in our organization we expect you to work on the full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.18000/ (Rupees Eighteen Thousand Only) .

**(Note: The above may not apply to you if your college does not permit internships).**

<b>Details</b>	<b>Monthly</b>	<b>Annual</b>
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	1600	19200
Other Allowance & Flexible Component	1600	19200
<b>Gross Salary</b>	<b>18200</b>	<b>218400</b>
Employer Provident Fund 12% Basic + TA*	1800	21600
<b>Cost to Company (CTC)</b>	<b>20000</b>	<b>240000</b>
Internet AI allowance**		500
Prosperity Sharing Plan***		6000
<b>Compensation for the first year</b>		<b>246500</b>
<b><u>OTHER BENEFITS:</u></b>		
<b>GRATUITY SALARY REVISION</b>		
<b>Revision to your compensation will be after one year from the date of joining,</b>		
<b>Completion of the probation DELPHI - TVS Technologies ltd</b>		
With Best Wishes,		
Yours Sincerely		

All the best  
Regards  
**M.K. KANNAN BABU**  
**Deputy General Manager - HR**

**Ref: HR/2024/215**

**DATE: 05.02.2024**

For DELPHI-TV S Technologies Ltd

  
**M K KANNAN BABU**  
**DGM - HR**



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu - 603 004, India.

Tel: +91 - 44 6618 9999

Fax: +91 - 44 6618 9797

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



S.No	Register Number	Name (Initial at End)	College & Dept
1	20ME012	Kannan D	NEC - Mech
2	20ME014	Kavin Adithya A M	NEC - Mech
3	20ME025	Nithishkumar M	NEC - Mech
4	20ME043	Vijayaragavan R	NEC - Mech
5	20ME045	Yathishprasanna M	NEC - Mech
6	20MEL06	Arulmurugan. T	NEC - Mech
7	20MEL10	Bhuvaneshkumar N	NEC - Mech
8	20MEL12	Boopathi.K	NEC - Mech
9	20MEL13	Dharaneesh R	NEC - Mech
10	20MEL21	Gopalakrishnan R	NEC - Mech
11	20MEL26	Jagadeesh Kumar P	NEC - Mech
12	20MEL36	Krishnamoorthi S	NEC - Mech
13	20MEL48	Nitharson V	NEC - Mech
14	20MEL52	Ragul Kannan T	NEC - Mech
15	20MEL58	Ravi Prakash E	NEC - Mech
16	20MEL64	Seenivasan R	NEC - Mech
17	20MEL74	Vinubalan V	NEC - Mech

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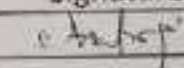
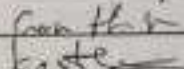
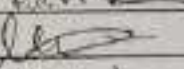

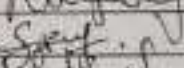
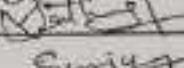
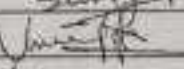
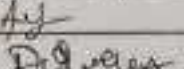
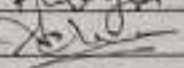
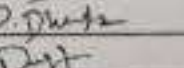
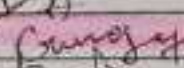
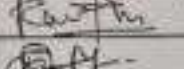
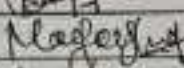
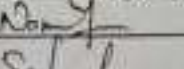


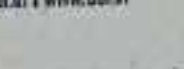
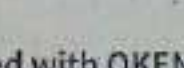
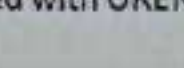

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050

27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

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A SUBSIDIARY OF SUNDRAM FASTENERS LIMITED

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Factory : Kothagondapalli, Hosur - 605 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5



TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
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The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account.  
To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. J. J.

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 96A, Dt. Ratchakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India. | +91 44 28478500 | upasana@vel.in | www.uel.in

Factory : Kolthegondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U62991TN1992PLC002619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z3





**TVS  
UPASANA  
LTD**

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

**N Sambasivam**  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India | +91 44 29478500 | [upasana@ust.in](mailto:upasana@ust.in) | [www.ust.in](http://www.ust.in)

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1992PLC022619 | PAN No. : AAACA5462F | GSTIN 33AAACA5460F1Z5



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/42/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Harikrishnan P for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



**OFFER LETTER**

Dear **Hariprasath S**

We are pleased to offer you employment for the position of **Engineer Trainee** in **DELPHI - TVS Technologies Ltd** Chennai-45.

**STIPEND IN TRAINING PERIOD**

You are expected to do the Internship in our organization we expect you to work on the full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.18000/ (Rupees Eighteen Thousand Only) .

**(Note: The above may not apply to you if your college does not permit internships).**

<b>Details</b>	<b>Monthly</b>	<b>Annual</b>
Basic	13200	158400
Taxable Allowance	1800	21600
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<b>Gross Salary</b>	<b>18200</b>	<b>218400</b>
Employer Provident Fund 12% Basic + TA*	1800	21600
<b>Cost to Company (CTC)</b>	<b>20000</b>	<b>240000</b>
Internet AI allowance**		500
Prosperity Sharing Plan***		6000
<b>Compensation for the first year</b>		<b>246500</b>
<b><u>OTHER BENEFITS:</u></b>		
<b>GRATUITY SALARY REVISION</b>		
<b>Revision to your compensation will be after one year from the date of joining,</b>		
<b>Completion of the probation DELPHI - TVS Technologies ltd</b>		
With Best Wishes,		
Yours Sincerely		

All the best  
Regards  
**M.K. KANNAN BABU**  
**Deputy General Manager - HR**

**Ref: HR/2024/216**

**DATE: 05.02.2024**

For DELPHI-TV S Technologies Ltd

  
**M.K. KANNAN BABU**  
**DGM - HR**





**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

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Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu - 603 004, India.

Tel: +91 - 44 6618 9999

Fax: +91 - 44 6618 9797

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



S.No	Register Number	Name (Initial at End)	College & Dept
1	20ME012	Kannan D	NEC - Mech
2	20ME014	Kavin Adithya A M	NEC - Mech
3	20ME025	Nithishkumar M	NEC - Mech
4	20ME043	Vijayaragavan R	NEC - Mech
5	20ME045	Yathishprasanna M	NEC - Mech
6	20MEL06	Arulmurugan. T	NEC - Mech
7	20MEL10	Bhuvaneshkumar N	NEC - Mech
8	20MEL12	Boopathi.K	NEC - Mech
9	20MEL13	Dharaneesh R	NEC - Mech
10	20MEL21	Gopalakrishnan R	NEC - Mech
11	20MEL26	Jagadeesh Kumar P	NEC - Mech
12	20MEL36	Krishnamoorthi S	NEC - Mech
13	20MEL48	Nitharson V	NEC - Mech
14	20MEL52	Ragul Kannan T	NEC - Mech
15	20MEL58	Ravi Prakash E	NEC - Mech
16	20MEL64	Seenivasan R	NEC - Mech
17	20MEL74	Vinubalan V	NEC - Mech

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050



DATE: 24.11.23

**OFFER LETTER**

TO: MR. S. JEEVA

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI,

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.







**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/41/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Jeevanantham M for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/40/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Jeevarathinavel C for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

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Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/39/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Jerin Dhas C for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

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Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7





**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/38/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Karthikeyan N for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

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Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7

27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	<i>[Signature]</i>
2	20ME006	Gowtham m	18-01-2024	<i>[Signature]</i>
3	20ME013	Karthi T	18-01-2024	<i>[Signature]</i>
4	20ME018	Manjunath G	18-01-2024	<i>[Signature]</i>
5	20ME019	Manokar R	01.02.2024	<i>[Signature]</i>
6	20ME024	Naveen Kumar S	01.02.2024	<i>[Signature]</i>
7	20ME030	Santhanakrishnan A	01.02.2024	<i>[Signature]</i>
8	20ME032	Santhosh R	01.02.2024	<i>[Signature]</i>
9	20ME039	Suriya M	01.02.2024	<i>[Signature]</i>
10	20ME044	Vishwanath G	01.02.2024	<i>[Signature]</i>
11	20MEL02	Akash.E	01.02.2024	<i>[Signature]</i>
12	20MEL03	Alaganthiran S	01.02.2024	<i>[Signature]</i>
13	20MEL07	Ashwin B	01.03.2024	<i>[Signature]</i>
14	20MEL15	Dheenathayalan P	01.03.2024	<i>[Signature]</i>
15	20MEL18	Divakaran P	01.03.2024	<i>[Signature]</i>
16	20MEL22	Gugan A	01.03.2024	<i>[Signature]</i>
17	20MEL32	Karthikkumar R	01.04.2024	<i>[Signature]</i>
18	20MEL35	Kesavan A	01.04.2024	<i>[Signature]</i>
19	20MEL38	Mageshwaran K S	01.04.2024	<i>[Signature]</i>
20	20MEL45	Nandhan V	01.04.2024	<i>[Signature]</i>
21	20MEL59	Sabarish D	01.04.2024	<i>[Signature]</i>

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 66A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India | +91 44 28478500 | upasana@uol.in | www.uol.in

Factory : Kuthagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1992PLC027619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5



TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account.  
To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. J. J.

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 99A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 23473500 | upasana@ustel.in | www.ustel.in

Factory : Kolthogondapalli, Hosur - 635 905, Tamil Nadu, India | +91 4344 278300

CIN : U65991TN1992PLC022819 | PAN No. : AAADA5160F | GSTIN : 33AAACAG400F125





Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read "N. Sambasivam", written in a cursive style.

**N Sambasivam**  
Manager – Personnel

**Note:** Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India | +91 44 25478500 | upasana@ustl.in | www.ustl.in

Factory : Kolthagondapalli, Itanagar - 625 109, Tamil Nadu, India | +91 4344 278300

CIN : U65991TN1992PLC022619 | PAN No. : AAACA5400F | GSTIN 33AAACA5400F1Z5



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/37/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Kavin K S for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



**OFFER LETTER**

Dear **Keerthivasan P**

We are pleased to offer you employment for the position of **Engineer Trainee** in **DELPHI - TVS Technologies Ltd** Chennai-45.

**STIPEND IN TRAINING PERIOD**

You are expected to do the Internship in our organization we expect you to work on the full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.18000/ (Rupees Eighteen Thousand Only) .

**(Note: The above may not apply to you if your college does not permit internships).**

<b>Details</b>	<b>Monthly</b>	<b>Annual</b>
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	1600	19200
Other Allowance & Flexible Component	1600	19200
<b>Gross Salary</b>	<b>18200</b>	<b>218400</b>
Employer Provident Fund 12% Basic + TA*	1800	21600
<b>Cost to Company (CTC)</b>	<b>20000</b>	<b>240000</b>
Internet AI allowance**		500
Prosperity Sharing Plan***		6000
<b>Compensation for the first year</b>		<b>246500</b>
<b><u>OTHER BENEFITS:</u></b>		
<b>GRATUITY SALARY REVISION</b>		
<b>Revision to your compensation will be after one year from the date of joining,</b>		
<b>Completion of the probation DELPHI - TVS Technologies ltd</b>		
With Best Wishes,		
Yours Sincerely		

All the best

Regards

**M.K. KANNAN BABU**

**Deputy General Manager - HR**

**Ref: HR/2024/217**

**DATE: 05.02.2024**

For DELPHI-TV S Technologies Ltd

  
**M.K. KANNAN BABU**  
DGM - HR

**Delphi - TVS Technologies Ltd.,**

(Formerly Delphi-TV S Diesel Systems Limited)

Mannur, Thodukadu Post, Sripurambudur Taluk,

Kanchipuram Dist. 602 105, Tamilnadu, India.

Telephone: (044) 27658454 Fax: (044) 27658351

Regd. Office: 11-13, Patullis Road, Chennai 600 002, INDIA

CIN U24117TN1952PLC005704



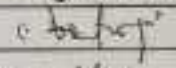
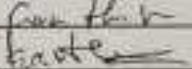
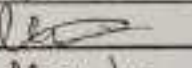
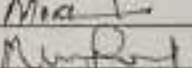

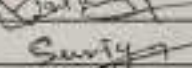

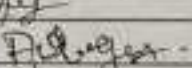
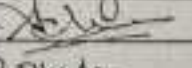

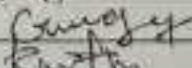
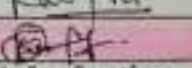
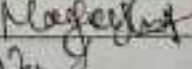


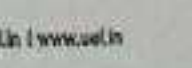

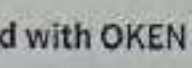
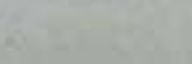



27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	
2	20ME006	Gowtham m	18-01-2024	
3	20ME013	Karthi T	18-01-2024	
4	20ME018	Manjunath G	18-01-2024	
5	20ME019	Manokar R	01.02.2024	
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8	20ME032	Santhosh R	01.02.2024	
9	20ME039	Suriya M	01.02.2024	
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20	20MEL45	Nandhan V	01.04.2024	
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A SUBSIDIARY OF SUNDRAM FASTENERS LIMITED

Regd Office : 68A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28478500 | upasana@ucl.in | www.ucl.in  
 Factory : Kolthogondapatti, Hosur - 635 109, Tamil Nadu, India | +91 4344 276360  
 CIN : U65991TN1992PLC022619 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F125



Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account.  
To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. Jai

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 98A, Dr. Rajalakshmi Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India. | +91 44 26478500 | upasana@vsnl.in | www.uel.in

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 276360

CIN : U65991TN1992PLC022819 | PAN No. : AAACAS460F | GSTIN 33AAACAS460F123



Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read "N. Sambasivam", written over a light blue horizontal line.

**N Sambasivam**  
Manager – Personnel

**Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.**

**A SUBSIDIARY OF SUNDRAM FASTENERS LIMITED**

Regd Office : 88A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 26478500 | upasana@udl.in | www.udl.in

Factory : Kothagondapalli, Hosur - 605 109, Tamil Nadu, India | +91 4344 278360

CIN : U65991TN1992PLC022619 | PAN No. : AAACAS460F | GSTIN 33AAACAS460F1Z5



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read "R.K. Saravanan", is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu - 603 004, India.

Tel: +91 - 44 6618 9999

Fax: +91 - 44 6618 9797

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



S.No	Register Number	Name (Initial at End)	College & Dept
1	20ME012	Kannan D	NEC - Mech
2	20ME014	Kavin Adithya A M	NEC - Mech
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11	20MEL26	Jagadeesh Kumar P	NEC - Mech
12	20MEL36	Krishnamoorthi S	NEC - Mech
13	20MEL48	Nitharson V	NEC - Mech
14	20MEL52	Ragul Kannan T	NEC - Mech
15	20MEL58	Ravi Prakash E	NEC - Mech
16	20MEL64	Seenivasan R	NEC - Mech
17	20MEL74	Vinubalan V	NEC - Mech

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050



DATE: 24.11.23

**OFFER LETTER**

TO: MR. S. KARTHIK

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI.

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.





TVS  
UPASANA  
LTD

27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", In our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	
2	20ME006	Gowtham m	18-01-2024	
3	20ME013	Karthi T	18-01-2024	
4	20ME018	Manjunath G	18-01-2024	
5	20ME019	Manokar R	01.02.2024	
6	20ME024	Naveen Kumar S	01.02.2024	
7	20ME030	Santhanakrishnan A	01.02.2024	
8	20ME032	Santhosh R	01.02.2024	
9	20ME039	Suriya M	01.02.2024	
10	20ME044	Vishwanath G	01.02.2024	
11	20MEL02	Akash.E	01.02.2024	
12	20MEL03	Alaganthiran S	01.02.2024	
13	20MEL07	Ashwin B	01.03.2024	
14	20MEL15	Dheenathayalan P	01.03.2024	
15	20MEL18	Divakaran P	01.03.2024	
16	20MEL22	Gugan A	01.03.2024	
17	20MEL32	Karthikkumar R	01.04.2024	
18	20MEL35	Kesavan A	01.04.2024	
19	20MEL38	Mageshwaran K S	01.04.2024	
20	20MEL45	Nandhan V	01.04.2024	
21	20MEL59	Sabarish D	01.04.2024	

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 93A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 26478500 | upasana@ustl.in | www.ustl.in

Factory : Kothagendrapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 276360

CIN : U65991TN1992PLC022519 | PAN No. : AAACA5400F | GSTIN : 33AAACA5400F125



Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account. To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

A handwritten signature in black ink, appearing to read "N. J. Sub", is written over the bottom right portion of the document.

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India | +91 44 25473500 | upasana@ustl.in | www.ustl.in  
Factory : Kothagondapalle, Hosur - 635 109, Tamil Nadu, India | +91 4344 276360  
CIN : U03391TN1982PLC022019 | PAN No : AAACAS460F | GSTIN 33AAACAS460F1Z5



Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

A handwritten signature in black ink, appearing to read "N. Sambasivam". The signature is fluid and cursive, with a long horizontal stroke at the end.

**N Sambasivam**  
Manager – Personnel

**Note:** Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 054, Tamil Nadu, India | +91 44 28478500 | upasana@uvel.in | www.uvel.in

Factory : Kottagondopalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U63991TN1992PLC022619 | PAN No. : AAACA5480F | GSTIN 33AAACA5480F1Z5





DATE: 24.11.23

OFFER LETTER

TO: MR. A. MAGUDESHWARA

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

Salary Details:

Stipend	: Rs. 15,000/- pm
Special Process Allowances	: Rs4, 000/- (Brazing)
E S I Deduction part	: Applicable (0.75 % on Gross Salary)
Facilities provided	: Subsidized Food, ESI.

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN '24 based on offer letter.

Please bring with you the following documents:

- Attested Copy of Educational certificates
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.





**Offer Letter**

03-Oct-2023

To,

Mr. Mowlweswaran S – Mech

Congratulation!! We are pleased to inform that you got selected for the position of **Production Trainee** under NAPS with one of our esteemed Company "ZF Commercial Vehicle Control System of India.

You will be paid with the **Monthly CTC of Rs. 18075/- (Including Attendance Bonus).**

**Other Benefits Includes**

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.
5. Free Transportation.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROX):**

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (If any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.,)

Roop Emerald, New No. 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, TNagar, Chennai - 600 017. Ph No +91-44-2432 0035

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



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/36/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Mukesh R for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	<i>[Signature]</i>
2	20ME006	Gowtham m	18-01-2024	<i>[Signature]</i>
3	20ME013	Karthi T	18-01-2024	<i>[Signature]</i>
4	20ME018	Manjunath G	18-01-2024	<i>[Signature]</i>
5	20ME019	Manokar R	01.02.2024	<i>[Signature]</i>
6	20ME024	Naveen Kumar S	01.02.2024	<i>[Signature]</i>
7	20ME030	Santhanakrishnan A	01.02.2024	<i>[Signature]</i>
8	20ME032	Santhosh R	01.02.2024	<i>[Signature]</i>
9	20ME039	Suriya M	01.02.2024	<i>[Signature]</i>
10	20ME044	Vishwanath G	01.02.2024	<i>[Signature]</i>
11	20MEL02	Akash.E	01.02.2024	<i>[Signature]</i>
12	20MEL03	Alaganthiran S	01.02.2024	<i>[Signature]</i>
13	20MEL07	Ashwin B	01.03.2024	<i>[Signature]</i>
14	20MEL15	Dheenathayalan P	01.03.2024	<i>[Signature]</i>
15	20MEL18	Divakaran P	01.03.2024	<i>[Signature]</i>
16	20MEL22	Gugan A	01.03.2024	<i>[Signature]</i>
17	20MEL32	Karthikkumar R	01.04.2024	<i>[Signature]</i>
18	20MEL35	Kesavan A	01.04.2024	<i>[Signature]</i>
19	20MEL38	Mageshwaran K S	01.04.2024	<i>[Signature]</i>
20	20MEL45	Nandhan V	01.04.2024	<i>[Signature]</i>
21	20MEL59	Sabarish D	01.04.2024	<i>[Signature]</i>

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 95A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28476500 | upasana@vel.in | www.ustl.in  
 Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278350  
 CIN : U65991TN1992PLC022519 | PAN No. : AAACA5460F | GSTIN 33AAACA5460F1Z5



TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account.  
To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. J. J.

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 98A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India. | +91 44 25475500 | upasana@ufel.in | www.ufel.in

Factory : Kottapalayam, Thour - 635 109 Tamil Nadu, India | +91 4344 275363

CIN : U52991TN1902PLC022819 | PAN No. : AAACA3460F | GSTIN 33AAACAS460F123



TVS  
UPASANA  
LTD

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

N Sambasivam  
Manager – Personnel

Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 99A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India | +91 44 29476500 | [upasana@ucl.in](mailto:upasana@ucl.in) | [www.ucl.in](http://www.ucl.in)

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 276300

CIN : U85991TN1992FLC022518 | PAN No. : AAACAS4620P | GSTIN 33AAACAS4600F125



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu - 603 004, India.

Tel: +91 - 44 6618 9999

Fax: +91 - 44 6618 9797

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



S.No	Register Number	Name (Initial at End)	College & Dept
1	20ME012	Kannan D	NEC - Mech
2	20ME014	Kavin Adithya A M	NEC - Mech
3	20ME025	Nithishkumar M	NEC - Mech
4	20ME043	Vijayaragavan R	NEC - Mech
5	20ME045	Yathishprasanna M	NEC - Mech
6	20MEL06	Arulmurugan. T	NEC - Mech
7	20MEL10	Bhuvaneshkumar N	NEC - Mech
8	20MEL12	Boopathi.K	NEC - Mech
9	20MEL13	Dharaneesh R	NEC - Mech
10	20MEL21	Gopalakrishnan R	NEC - Mech
11	20MEL26	Jagadeesh Kumar P	NEC - Mech
12	20MEL36	Krishnamoorthi S	NEC - Mech
13	20MEL48	Nitharson V	NEC - Mech
14	20MEL52	Ragul Kannan T	NEC - Mech
15	20MEL58	Ravi Prakash E	NEC - Mech
16	20MEL64	Seenivasan R	NEC - Mech
17	20MEL74	Vinubalan V	NEC - Mech

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050



**Offer Letter**

03-Oct-2023

To,

Mr. Raghul K K – Mech

**Congratulation!** We are pleased to inform that you got selected for the position of **Production Trainee under NAPS** with one of our esteemed Company **"Steel Strips Wheels India Limited.**

You will be paid with the **Monthly CTC of Rs. 20803/- (Inclusive of PF and ESI).**

**Other Benefits Includes**

1. Medical Insurance.
2. Uniform & Safety shoe (if applicable).
3. Accommodation Assistance.
4. Free Food @ Shifts.
5. Free Transportation.

You are required to submit below mentioned document's photocopy and carry the original Aadhar Card without fail on the Date of Joining.

**Documents Required (XEROX):**

1. Resume
2. Aadhar Card
3. Bank Passbook / Cancelled cheque with IFSC code detail
4. 10<sup>th</sup> / 12<sup>th</sup> / Degree Mark Sheets / Degree Certificate / TC
5. Bonafide & College Mark Sheets
6. 2 Passport size photos
7. Govt ID Proof: Voter ID/ Pan Card/ Driving License (if any)
8. Covid Vaccine Certificate

We look forward for you to have a rewarding career with us. Kindly contact 7305992876 for joining formalities.

Authorized Signatory



**Logskim Solutions Private Limited**

(Formerly known as Logskim Staffing Service Pvt. Ltd.)

Roop Ennetaid, New No. 45, 2nd Floor, North Usman Road, Next to Maganlal Jewellers, T.Nagar, Chennai - 600 017. Ph No. +91-44-2432 0035

www.logskim.com



**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read "R.K. Saravanan", written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu - 603 004, India.

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



S.No	Register Number	Name (Initial at End)	College & Dept
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17	20MEL74	Vinubalan V	NEC - Mech

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050



**Sakthi  
Auto Component  
Limited**



SACL/HRD/R20/35/2023

04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Rajkumar K for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7





DATE: 24.11.23

**OFFER LETTER**

TO:

MR. D. RATHINAVEL

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI.

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

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- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
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**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu – 603 004, India.

Tel: +91 – 44 6618 9999

Fax: +91 – 44 6618 9797

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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

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We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

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**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 – 80 – 3078 6900, Fax: +91 – 80 – 2225 7050

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
Veerapuram Village,  
Chengalpattu (Taluk),  
Kanchipuram (District),  
Tamil Nadu - 603 004, India.

Tel: +91 - 44 6618 9999

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Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

Tel: +91 - 80 - 3078 6900, Fax: +91 - 80 - 2225 7050



27.11.2023

To,  
The Placement Officer  
The Nandha Engineering College  
Erode.  
Dear Sir,

Subject: 2023 – 24 Campus Selection Intimation with reference to our interview on 22.11.2023

With reference to the above, we pleased to inform you that the following students of your institution were selected as "Associate", in our organization.

S.No	Register No.	Name	DOJ	Students Acceptance Signature
1	20ME002	Ashoksri S	18-01-2024	<i>[Signature]</i>
2	20ME006	Gowtham m	18-01-2024	<i>[Signature]</i>
3	20ME013	Karthi T	18-01-2024	<i>[Signature]</i>
4	20ME018	Manjunath G	18-01-2024	<i>[Signature]</i>
5	20ME019	Manokar R	01.02.2024	<i>[Signature]</i>
6	20ME024	Naveen Kumar S	01.02.2024	<i>[Signature]</i>
7	20ME030	Santhanakrishnan A	01.02.2024	<i>[Signature]</i>
8	20ME032	Santhosh R	01.02.2024	<i>[Signature]</i>
9	20ME039	Suriya M	01.02.2024	<i>[Signature]</i>
10	20ME044	Vishwanath G	01.02.2024	<i>[Signature]</i>
11	20MEL02	Akash.E	01.02.2024	<i>[Signature]</i>
12	20MEL03	Alaganthiran S	01.02.2024	<i>[Signature]</i>
13	20MEL07	Ashwin B	01.03.2024	<i>[Signature]</i>
14	20MEL15	Dheenathayalan P	01.03.2024	<i>[Signature]</i>
15	20MEL18	Divakaran P	01.03.2024	<i>[Signature]</i>
16	20MEL22	Gugan A	01.03.2024	<i>[Signature]</i>
17	20MEL32	Karthikkumar R	01.04.2024	<i>[Signature]</i>
18	20MEL35	Kesavan A	01.04.2024	<i>[Signature]</i>
19	20MEL38	Mageshwaran K S	01.04.2024	<i>[Signature]</i>
20	20MEL45	Nandhan V	01.04.2024	<i>[Signature]</i>
21	20MEL59	Sabarish D	01.04.2024	<i>[Signature]</i>

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : 99A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, Tamil Nadu, India. | +91 44 28478500 | upasana@uel.in | www.uel.in

Factory : Kothagondapalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 278360

CIN : U65291TN1992PLC022519 | PAN No. : AAACA5400F | GSTIN 33AAACA5400F125



TVS  
UPASANA  
LTD

Please inform the terms and conditions of our company to the selected "Associate" candidates.

1. First of all this is purely free recruitment.
2. Short listed candidates training period will be for 18 months only.
3. With Industrial Safety Shoe they have to join with us for training.
4. They have to come in the shifts as per the department schedules.
5. They should wear Company provided blue colour uniform only.
6. Weekly Holiday is Sunday.
7. Gross Salary of "Associate" is Rs. 17,600/- after the deductions of PF, ESI, Professional tax and canteen, they will be get Rs. 15,400/- (Take Home salary)

The above salary structure is for full month attendance with weekly holiday (Sunday).

8. Every month salary/ stipend will be credited in Bank account only. No cash payment.  
If the candidate doesn't have any Savings Bank account, we will organize for opening salary account.  
To open the salary account in bank, candidate must bring Aadhar Card and any other Government ID Proofs like Pan Card, Voter Id, Driving License or Passport.  
If candidates have Savings Bank account, they should submit pass book front page photo copy.
9. On joining date candidates should bring the below mentioned documents for verification along with originals and photo copies.  
2 set of photo copies of SSLC, +2 Marks Sheet, Degree Transfer Certificate, and Degree Semester wise marks sheet, Aadhar Card, Voter ID,  
1 Copy of one-month Savings Bank Account Statement or Bank pass book front page.
10. Recently taken Passport size colour photos - 8 nos.
11. Mobile phones are not allowed inside the factory.
12. They have to give parents contact number & any one relatives contact number for verification.
13. Experience certificate will be given to the trainees after successful completion of training period.

N. J. S.

A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED

Regd Office : SFA, Dr. Radhakrishnan Salai, Mysore, Chennai - 600 004, Tamil Nadu, India. | +91 44 25478500 | upasana@jvel.in | www.ujel.in  
Factory : Kuthagondapall, Hosur - 635 109, Tamil Nadu, India | +91 4344 278300  
GIN : U60299TN1992PLC022619 | PAN No : AAACA5460F | GSTIN : 33AAAC5460F1Z5



TVS  
UPASANA  
LTD

Enclosed copy of Company's term and conditions.

Please Note and communicate to students for acceptance.

Thanking you,  
For TVS Upasana Limited

N Sambasivam  
Manager – Personnel

Note: Date of joining may be preponed or postponed based on vacancy. Accordingly we will inform to the students.

**A SUBSIDIARY OF SUNDARAM FASTENERS LIMITED**

Regd Office : 96A, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004 Tamil Nadu, India. | +91 44 28476500 | [upasana@ustl.in](mailto:upasana@ustl.in) | [www.ustl.in](http://www.ustl.in)

Factory : Kothagondopalli, Hosur - 635 109, Tamil Nadu, India | +91 4344 275360

CIN : U65901TN1952PLC022619 | PAN No : AAACA5400F | GSTIN 33AAACA5400F1Z5





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Auto Component  
Limited**



SACL/HRD/R20/33/2023


04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Sanjai S for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7

**NCR Corporation India Pvt Ltd.,**

14/1A, Mahindra World City,  
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Chengalpattu (Taluk),  
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[www.ncr.com](http://www.ncr.com)



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

Regd. Office: Niton Building, 3<sup>rd</sup> Floor, #11, Palace Road, Bangalore, 560 052, India.

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WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K  
CMDA Industrial Complex  
Maraimala Nagar - 603 209  
Tel: 91 - 44 - 4740 4400  
Fax: 044 - 4740 0142  
e-mail: hr@onegenindia.in

DATE: 24.11.23

**OFFER LETTER**

TO: MR. P. SRINIYAS VEL

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI,

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN'24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.





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SACL/HRD/R20/34/2023


04.12.2023

The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Srikanth G for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

FOR SAKTHI AUTO COMPONENT LIMITED  
  
ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

Phone: 04294 – 227700 Fax: 04294 – 242268

Email: [sacl@sakthiauto.com](mailto:sacl@sakthiauto.com) Web: [sakthiauto.com](http://sakthiauto.com)

Head Office: 180, Race Course, Coimbatore 641018

CIN – U29199TZ1999PLC008751 GSTIN: 33AAECS6536J1Z7



DATE: 24/11/23

**OFFER LETTER**

TO: MR. B. SUTHAKAR

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E.S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI.

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN '24 based on offer letter.

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- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
- Aadhar Card.
- Bank Pass Book.







DATE 24.11.23

**OFFER LETTER**

TO: MR. VAIROCHANAN. E. P.

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

- Stipend : Rs. 15,000/- pm
- Special Process Allowances : Rs4, 000/- (Brazing)
- E SI Deduction part : Applicable (0.75 % on Gross Salary)
- Facilities provided : Subsidized Food, ESI,

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN '24 based on offer letter.

**Please bring with you the following documents:**

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- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
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- Bank Pass Book.



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



Ref: NCR/IR/Campus/007/2024

Date: 29<sup>th</sup> January 2024

**The Principal / Director Placement  
NANDHA ENGINEERING COLLEGE  
Perundurai, Erode, Tamil Nadu – 638 052.**

Dear Sir,

**Ref: NCR Campus Drive at NANDHA ENGINEERING COLLEGE Campus on 22<sup>th</sup> January 2024**

**Sub: Candidate Shortlist Details for the Academic Year 2023-24**

We have conducted On Campus drive at your campus for Mechanical Engineering Students, 50 Students are appeared for Written Test and out of which total 17 Students are got selected, the shortlisted candidates will advise to report to our Chennai Plant, the date will be communicated in due course.

Thanking You  
Yours Faithfully  
**NCR Corporation India Pvt Ltd.,**

A handwritten signature in blue ink, appearing to read 'R.K. Saravanan', is written over a faint circular stamp.

**R.K. Saravanan  
Head – Employee/ Labour Relations & HRBP**

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SACL/HRD/R20/33/2023

04.12.2023


The Principal  
Nandha Engineering College  
Erode – 638 052

Sir,

Sub: Students shortlisted for placement – reg

We are pleased to offer Mr Visva K for the position of Engineer Trainee in the campus interview on 29.011.2023. Kindly inform the date of joining.

**FOR SAKTHI AUTO COMPONENT LIMITED**

  
**ASST. GENERAL MANAGER  
(HR&DEVELOPMENT)**



MUKASIPALLAGOUNDAMPALAYAM, VIJAYAMANGALAM VIA UTHUKULI TALUK TIRUPUR DIST - 638 056

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For Best One

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CMDA Industrial Complex  
Maraimalai Nagar - 603 209  
Tel : 91 - 44 - 4740 4400  
Fax : 044 - 4740 0142  
e-mail : hr@onegenindia.in

DATE: 24.11.23

**OFFER LETTER**

TO: MR. S. YOGA PRASATH

With reference to the above, we have great pleasure in offering you for the position of GET (Graduate Engineer Trainee) in our company.

**Salary Details:**

Stipend	:	Rs. 15,000/- pm
Special Process Allowances	:	Rs4, 000/- (Brazing)
E S I Deduction part	:	Applicable (0.75 % on Gross Salary)
Facilities provided	:	Subsidized Food, ESI,

Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are advice to join on or before JAN '24 based on offer letter.

**Please bring with you the following documents:**

- Attested Copy of Educational certificates.
- Two latest passport size photographs.
- Medical Fitness Certificate.
- I.D.Proof.
- Address Proof.
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- Bank Pass Book.





# The Chennai Silks

## OFFER LETTER

Date: 14-02-2024

To

**AHAMMED BASITH**

MBA – II year

The Nandha Engineering College

Perundurai, Main Road, Vaikkaalmedu, Erode,

Tamil Nadu 638052

**Sub: On Job Training Offer Letter**

Dear **AHAMMED BASITH**

It gives me great pleasure to inform you that, you have been selected as **HR Assistant** and your work location would be at **The Chennai Silks, 85A Rkv road Erode , Tamil Nadu 638001**. Your date of joining will be **16 th February 2024** and the OJT will end on **25th February 2024**.

Regards,

Tamilselvan C.

Manager HR/Admin

---

### **Candidate's Declaration and Acceptance of Offer**

I **AHAMMED BASITH** have read terms and conditions and information regarding my OJT Offer Letter. I affirm that I accept the offer given by **The Chennai Silks** and will join on the date given by the above Company.

**Date** :

**Signature:**





Date : 21-02-2024

To

Mr. Gokulrathinam Murugan,  
5/25, Nallampillai via,  
Balajangamanalli Post,  
Dharmapuri - 636807.

Dear Mr. Gokulrathinam Murugan,

With reference to your application and subsequent discussion you had with us, we are pleased to offer Internship in our organization on the following terms and conditions. We are undergoing the HR Team.

1. You will be undergoing the Graduation Project at Emerald Jewel Industry India Ltd, Unit 1, Mettupalayam Road, Rakkipalayam Pirivu, NSN Palayam Post, Coimbatore-641031.
2. It is purely an Internship project and not an employment; you will not have any claim for employment with us during the Internship Project or in the near future.
3. The period of Internship project is from 22<sup>nd</sup> February 2024 to 22<sup>nd</sup> April 2024.
4. You are expected to be present during the regular workings hours.
5. All the safety & security rules of the company will be applicable to you from time to time.
6. A monthly stipend of Rs. 10,000/- will be provided to you during your Internship project, this will be subject to your full attendance for your Internship Project.
7. Any expenses incurred by you such as canteen food, will have to be borne by you and will be deducted from the stipend payable.
8. You will have to abide by the other rules and regulation of the company from time to time during your Internship Project.
9. Violating the Company Rules and Regulations during the Internship Period will lead to the termination of your internship with immediate effect.
10. Any tax liability arising out of the stipend will have to be borne by you.
11. You will have to sign a Non-Disclosure Agreement before taking up the Graduation Project.

Emerald Jewel Industry India Ltd

VASANTHAN E  
HEAD HR

Emerald Jewel Industry India Ltd.

Unit I :  
Mettupalayam Road  
Rakki Palayam Pirivu  
NSN Palayam (Post)  
Coimbatore 641 031, India

T +91 422 4222000  
info@ejindia.com  
www.ejindia.com  
CIN : U03691TZ2004PLC011255



Ref: HRD/CAMPUS2024/1178



February 09, 2024

**Ms Ganishkasri S**

Spb Colony,  
Namakkal District Dt  
Tamil Nadu - 638008

Email ID: srganishka@gmail.com

Dear Ganishkasri S,

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 will be communicated to you closer to your joining which will be after your course completion. 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 annual CTC will be **INR 2,59,320/- (Two Lakh Fifty Nine Thousand Three Hundred and Twenty only) per annum** which will include a night shift allowance of **INR 150/-** per work day and an Annual Loyalty Bonus of **INR 12,000/-** on completion of each year. On completion of six months of service, your annual CTC will be revised to **INR 2,83,320/- (Two Lakh Eighty Three Thousand Three Hundred and Twenty only) per annum** inclusive of the night shift allowance and the Annual Loyalty Bonus. 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.





EMERALD

Date : 21-02-2024

To

Mr. Gokulrathinam Murugan,  
5/25, Nallampillai via,  
Balajangamanalli Post,  
Dharmapuri - 636807

Dear Mr. Gokulrathinam Murugan,

With reference to your application and subsequent discussion you had with us, we are pleased to offer Internship in our organization on the following terms and conditions. We are undergoing the HR Team.

1. You will be undergoing the Graduation Project at Emerald Jewel Industry India Ltd, Unit 1, Mettupalayam Road, Rakkipalayam Pirivu, NSN Palayam Post, Coimbatore-641031.
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3. The period of Internship project is from 22<sup>nd</sup> February 2024 to 22<sup>nd</sup> April 2024.
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8. You will have to abide by the other rules and regulation of the company from time to time during your Internship Project.
9. Violating the Company Rules and Regulations during the Internship Period will lead to the termination of your internship with immediate effect.
10. Any tax liability arising out of the stipend will have to be borne by you.
11. You will have to sign a Non-Disclosure Agreement before taking up the Graduation Project.

Emerald Jewel Industry India Ltd

VASANTHAN E  
HEAD HR

Emerald Jewel Industry India Ltd.

Unit 1:  
Mettupalayam Road  
Rakki Palayam Pirivu  
NSN Palayam (Post)  
Coimbatore 641 031, India

T +91 422 422000  
info@ejindia.com  
www.ejindia.com  
CIN : U03691TZ2004PLC011255







**PAID INTERNSHIP/EMPLOYMENT OFFER**

Date: 13 October 2023

Ms. Janani Aruchamy,  
68/25, Kaliyapuram,  
Coimbatore - 641105,

Dear Ms. Janani Aruchamy,

We are pleased to offer you an internship position at [MINA FASHIONS] in the capacity of an intern in our textile shop. We believe that your skills and enthusiasm align perfectly with our organization's goals, and we are excited to welcome you to our team.

**Internship Details:**

- Position : Junior Merchandiser
- Start Date : 14, Oct, 2023
- End Date : 09, Apr, 2024
- Duration : 6 Months
- Stipend : 15,000 per month
- Location : Erode

Thanking you,

Yours Sincerely,

**MINAFASHION**  
1016, BROUGH ROAD,  
ERODE-638 003.

Mr. SHAHUL BHASA,  
Proprietor





**OFFER LETTER**

**TO**

**JAYASHEELAN 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 must 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.





**ANNEXURE - I**

**TERMS AND CONDITIONS:**

1. You will be eligible to be promoted as **BUSINESS DEVELOPMENT OFFICER** only after the successful completion of your task within the specified training period of 60 days.
2. Providing daily activity report to the concerned **REPORTING MANAGER** is mandatory.
3. If your performance is not satisfactory or if the specified task is not achieved your training will be extended by 15-day increments.
4. Your performance will be reviewed on weekly basis on production of business and profitability. The company shall have the absolute right to terminate your service without any notice period in case of unsatisfactory performance.
5. Confidentiality. (a) During the course of your employment, you may learn or acquire information, which is confidential or proprietary of the company or its affiliates/ clients etc. As a condition of your employment, you will not either during your employment or thereafter, divulge any such information to any third person, individual, company or any other organization. (b) Any documents or things in your possession which contains or embodies such confidential information will be handed over to the company prior to your leaving the company. Such information could be in the form of documents, designs, data, trade secrets, computer codes, source codes, accounts, soft copy, computer print outs, etc and you will not part with such documents/ information with any person, company, organization.
6. In case of resigning from the services of the company, prior intimation should be provided to the concerned reporting manager and a proper letter of resignation should be submitted.
7. The fee which is taken from you for the Insurance Basic exam Training is non - refundable.

SIMPL has pleasure in welcoming you on board. We wish you to have a long and mutually beneficial association with us.

**SENIOR BRANCH HEAD,**



**AUTHORIZED SEAL**





Offer Letter

Date: April 05, 2024

To

Kath Subvel

Subject: Offer of employment as Sales Exec Direct Sales at Grihum Housing Finance Limited

Greetings from Grihum Housing Finance Limited!

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

We are pleased to offer you an employment at Grihum Housing Finance Limited (Company) as Sales Exec Direct Sales at Executive on the terms and conditions as stated below.

**01. PLACE OF POSTING and tentative DATE OF JOINING**

You will be posted at Erode and date of joining will be on or before April 08, 2024.

This position reports to **MANAGER** and/or any other person assigned by the Company from time to time. This letter sets forth certain terms and conditions of our employment proposal and the detailed terms and conditions of your employment with the Company shall be governed by the contract of employment ("Employment Contract") which you shall be required to execute at the time of your joining.

**02. COMPENSATION**

Total Cost to Company (CTC) - 31,50,000/- p.a. (INR per annum)

This tentative CTC break up is attached in Annexure A.

This email is not meant to create, and should not be construed as a contract of employment. If you accept this offer of employment, the Company will enter an Employment Contract on the date of your joining. Probationary period will be for 3 months from the date of joining, details of which will be described in the Employment Contract.

Your principal place of work will be at Erode. However, the Company shall have the right, at its sole discretion, to transfer you to any of its now existing or any future (i) office(s), and/or (ii) branch(es), and/or (iii) business vertical(s) and/or (iv) activities.

Your compensation and all other payments received by you would be subject to deduction of Provident Fund, Profession Tax and any other prevailing taxes as applicable.



You will also be eligible for annual leaves and holidays as per applicable laws and in accordance with the prevailing rules and policies of the Company.

Should the terms of the offer be acceptable, please respond to the undersigned within 3 days by signing and returning a copy of the letter (electronic form acceptable). This letter supersedes all previous oral/written agreements and understandings. This offer shall automatically stand withdrawn if we do not receive your acceptance within 3 days.

Your joining is subject to and verification of your pre onboarding documents to the satisfaction of the Company. You agree and consent to the Company to undertake a background check (either by itself or through third party agencies) and using and storing your personal information or sensitive data, for the purpose of your potential employment with the Company. You agree that your employment with the Company is contingent upon a satisfactory background check as well as verification of your previous employment and salary history and/or any other details, in accordance with applicable laws.

Following Scanned copies are required to be submitted -

1. -Self Attested Educational Documents (SSC, HSC, Graduation, Post-Graduation and other)
2. -Self Attested latest appointment letter, not less than 3 months salary slip.
3. -Last 6 Months Bank Statement (which shows credit of salary received)
4. -Self Attested Aadhaar Card
5. -Self Attested PAN Card
6. -Two copy of Passport size photo (.jpg or .png format)

You are also advised to share the copy of the Resignation Letter within five days of acceptance period and subsequently share with us the copy of resignation acceptance letter issued to you by your present employer. On your first day of employment, you will need to submit the documents / details as set out in the attachment of this mail and present them to the HR contact.

**Offer Withdrawal:** The Company reserves the right to withdraw the employment offer at any stage before or after commencement of employment if it is found that any documentation or information provided by you, the prospective employee, is inaccurate, untrue, or misleading. This includes conducting verification checks on all submitted information. If the offer is withdrawn, you will be notified in writing with the reasons stated, and the Company bears no liability for any resulting damages or compensation. Acceptance of the employment offer implies your agreement to these terms.





Documents Required	
Employment Contract	Exhibited copy of the Employment Contract
Educational Mark sheets and Passing Certificate	Self-attested copies of all mark sheets and certificates from 10 <sup>th</sup> - 12 <sup>th</sup> graduation Post-Graduation if applicable
Relieving Letter	Responses of relieving letter of your previous employer
Resignation Acceptance	Printout of Official Mail Hard copy wherein the last Working Date has been clearly confirmed/ accepted by the Reporting Authority/ HR. This document should contain the Company Stamp/ Seal along with the signature of the Reporting authority/ HR.
Date of Birth Proof	Self-attested Birth Certificate/ Passport/ School/ College Leaving certificate/ DCS
PAN Card	Self-attested clear copy of PAN. If the same has been applied for, please provide the acknowledgement copy of the application
Aadhar Card	Self-attested clear copy of AADHAR Card. If the same has been applied for, please provide the acknowledgement copy of the application
Current Address Proof	Rent Agreement/ Index II Electricity Bill
Recent Photographs	Three Recent passport size Photographs
Blood Group Details	Blood Group should be mentioned in the joining Form

You shall provide your relieving letter within 45 days of your date of joining  
 We look forward to a mutually rewarding and a long-term association with you.  
 Should you have any questions, please do not hesitate to contact HR.

Yours faithfully,

For, GrihUm Housing Finance Limited  
(Formerly Poonawala Housing Finance Ltd)

I Accept

Ashish Singhania  
Head - Human Resources

Karthi Sathyan





AKILA KUPPUSAMY &lt;akila.k@nandhaengg.org&gt;

**Fwd: Offer Letter**

1 message

Karuna Moorthy &lt;n1nitchh@gmail.com&gt;

Wed, Apr 3, 2024 at 10:31 AM

To: "akila.k@nandhaengg.org" &lt;akila.k@nandhaengg.org&gt;

----- Forwarded message -----

From: **Manasa Charaka DGITO** <manasa@aimfillcampus.com>

Date: Thu, Mar 28, 2024, 12:42 PM

Subject: Offer Letter

To: &lt;N1nitchh@gmail.com&gt;

Dear Karuna Moorthy,

We are delighted to extend to you the following offer of employment with Aimfill International, a division of DGITO Technical Training Service Pvt. Ltd.

**\*Position\*:**

Offer of Employment – HR Manager Bengaluru

**\*Salary\*:** Your initial salary for the position of Talent Acquisition will be 15k Per Month.

A mandatory target of four times your CTC should be the revenue realized by you for each consecutive month. Failure to achieve this target will result in the delay of your remuneration until the target is met. Lack of performance for a significant time span may lead to placement in a Performance Improvement Plan (PIP).

Reporting To: Sales Manager As Talent Acquisition, your responsibilities will include:

- > Partnering with hiring managers to understand staffing needs and develop effective recruitment strategies.
- > Sourcing, screening, and evaluating candidates through various channels, including job boards, social media, and networking.
- > Conducting interviews and assessments to assess candidates' qualifications, skills, and cultural fit.
- > Managing the full recruitment lifecycle, from job posting to offer negotiation and onboarding.
- > Building and maintaining relationships with candidates, ensuring a positive candidate experience throughout the recruitment process.
- > Collaborating with HR and hiring managers to ensure compliance with employment laws and company policies.

Joining Date : Your joining date is scheduled for 1 April 2024.

Reporting office can be any office in India

Your appointment is conditional upon the successful completion of a 10-day unpaid training period, which will occur concurrently with the commencement of your employment. During this time, you will have the opportunity to interact with our leadership team, receive updates on company practices, and begin performing your duties.



**Training :** The training session is scheduled from Monday. Please be advised that your performance over the 10-day period will be evaluated and will form the basis of the issuance of your formal letter of appointment.

**Performance Guarantee Clause:**

- Meet or exceed the performance goals and objectives established for your position, as communicated by your supervisor or manager.
- Adhere to all company policies, procedures, and ethical standards in the execution of your duties.
- Maintain a high level of professionalism and integrity in all interactions with colleagues, clients, and stakeholders.
- Demonstrate continuous improvement and a commitment to personal and professional development.
- Collaborate effectively with team members and contribute to a positive work environment.
- Meet deadlines and deliverables as outlined in project plans and assignments.
- Seek feedback from supervisors and colleagues to identify areas for improvement and take proactive steps to address them

**Documentation Required for Onboarding :**

1. Updated Resume
2. Passport-size Photograph
3. Photocopies of Academic & Professional Certificates
4. Government Issued Identity Proof
5. 6 months salary certificates and corresponding Bank Statement
6. Proof of Previous Employment and Last Drawn Salary To proceed,

please confirm your acceptance of this offer by replying to this email and attaching the required documents.

We are excited to welcome you to the Aimfill International team and are confident that you will make valuable contributions to our organization's success. If you have any questions or require further information, please do not hesitate to contact us.

Best Regards,

Manasa Charaka

Aimfill International, funded by NSDC (National Skill Development Corporation of India) Division of DGITO  
Technical Training Service Pvt. Ltd



OR. No. 680 /KSL/238 /2023-2024

30<sup>th</sup> September 2023

**Mr. Kavineshkumar V**  
S/O Mr. Vijayarangavinayagam  
5/920-4 Seenivasa Nagar  
LakshmiPalayam, Veppada  
Namakkal-638008

Sir,

**SUB: APPOINTMENT AS 'DIRECT SALES ASSOCIATE-MSME' ON CONTRACT BASIS.**  
**Ref: Your application dated 29<sup>th</sup> September 2023**

We are pleased to inform that you have been appointed as 'Direct Sales Associate-MSME' of the company on contract basis, on the following terms and conditions.

1. Your consolidated fixed remuneration will be **INR 19600** per month. Applicable Income Tax, Professional Tax and Social Security Benefits (PF/ESIC/Maternity/Gratuity/if any) will be deducted from the fixed remuneration.
2. Period of Contract will be for **Three Years** and terminable at one month notice from either side, without any severance pay, etc. in whatsoever manner. However, Company can waive/ reduce the notice period upon Special and valid request by the Direct Sales Associate-MSME. Contract may be examined for re-appointment, at the discretion of the Company, subject to satisfactory performance. If there is no communication from the Company for re-appointment the contract will end on three years from the date of joining. You are expected to achieve a minimum assigned target, which in case of non-achievement shall lead to termination of services. The performance will be assessed /decided by Sales and Marketing – Head or Chief Executive Officer and also by the concerned Branch Head and or Cluster Head of Karnataka Bank.
3. Present Place of deputation will be at **Karnataka Bank Limited-Regional Office- Chennai** situated at Karnataka Bank Building, No 234, 1<sup>st</sup> Floor, Thambu Chetty Street Chennai-600001. and transferable as per the requirements of the company
4. Leave facilities: As per the prevailing Leave policy of the Company. You are eligible for PL and SL on a prorata basis from the date of joining.(Refer the HR Policy of the company for details)
5. You are not entitled for receiving any Profit Linked Incentive/ Ex-gratia. However, business incentives will be provided if you excel in allocated area and the incentive structure changes from time to time.
6. You will be assigned work by and will be reporting to **Sales and Marketing- Head, KSL**. Also report to the Regional Head/ Product Head/Cluster Head at regional level. You will seek guidance from them and carry out any initiatives/ works entrusted from time to time.



7. During your period of contract, you shall not engage in any other work or carry out any other assignment except with the written permission of the KSL (Refer the Code of Conduct for details.)
8. You shall maintain absolute integrity, honesty, sincerity, and devotion to duties; shall act in a courteous manner in performance of duties; shall act in a professional manner and as a prudent Direct Sales Associate-MSME; remain committed to protect the interest through legitimate and sustainable business. It is expected that your conduct shall not be malice/ill-motivated/grossly negligent/willful disobedience in performance of your duties.
9. You are required to observe strict secrecy in respect to all the transactions of the company and Parent Company with its customers and in matters relating thereto and you shall not reveal any of the matters which may come to your knowledge in the discharge of your duties except when required to do so by the Management or the Court of law.
10. It is necessary that you shall not have any personal financial obligation towards the customers, bank staff, etc. Acceptance of gift articles, jewelries, coins of precious metal, electronic items, clothes, gift cards etc. or any other favor of monetary value from them shall be completely avoided.
11. You should be dressed in formals and wear ID card properly and not in any manner whatsoever claim or represent to be the employee of Kamataka Bank.
12. In case at any time, this appointment is found to be secured by means of misrepresentation, your appointment is liable to be terminated/cancelled without any prior notice.
13. Detailed Key Result Areas (KRAs) pertaining to your role will be communicated in due course.
14. Relieving cum Experience certificate from your present employer (if applicable) should be submitted while joining duty.
15. The terms and conditions of this appointment offer are confidential.
16. The Code of Conduct, herein signed along with the Appointment Letter, details the above-mentioned clauses.

If the terms and conditions mentioned above are acceptable to you, you are requested to sign and return the duplicate copy of this appointment offer immediately to us. Please report to duty on or before 08<sup>th</sup> October 2023 at your assigned location. In case you do not report for duty on or before 08<sup>th</sup> October 2023, this offer stands withdrawn and cancelled.

Please do submit your duty reporting letter to the Head-HR.

We wish you all the best in your new role.

Yours Faithfully,

  
Manjunatha Bhat B K  
Chief Executive Officer



I accept the appointment offer and conditions mentioned above.





(A Wholly Owned Subsidiary of Karnataka Bank)

Hafeeza Chambers, No. 111/3, Old No. 74  
3rd Floor (A-Wing), Kengal Hanumanthaiah Road,  
Bengaluru-560 027

# IDENTITY CARD



Name

Kavineshkumar V

Designation

Direct Sales Associate-MSME

Staff No.

KSL0717

Signature

A handwritten signature in black ink, appearing to read 'K. V. Kavineshkumar V'.

On deputation to Karnataka Bank Ltd.

Date:13.11.2023

Dear V KAVIYAN ,

We are pleased to extend an offer of employment for the position of **Office Staff** at **VMC Steel and Alloys Industry** . After careful consideration of your qualifications, we believe that your skills align well with the requirements of the role.

The terms of your employment are as follows:

Position: Office Staff

Department: Administration

Start Date: 15/11/2023

To accept this offer, please sign and return a copy of this letter by One Week, indicating your agreement with the terms and conditions outlined herein.

We look forward to welcoming you to **VMC Steel and Alloys Industry** . If you have any questions or require further clarification, please contact Administration.

Once again, congratulations on your appointment, and we anticipate a mutually beneficial working relationship.

Thanking you,

Yours Truly,  
For VMC Steel & Alloys Industry



*[Handwritten Signature]*  
Head Administrator

**VMC Steel & Alloys Industry**

GST: 33AATFV6865D1ZO

Office Address: 3/124, Elayagoundampalayam,  
Kathirampatti, Erode - 638 107

+91 80950 04123 | vmcsteelandalloys@gmail.com

Factory Address: 103/3, Mottai Velan Kadu,  
M. Pidariyur, Panniyampalli, Chennimalai Village,  
Perundurai, Erode - 638 051



Date:13.11.2023

Dear **V KAVIYAN,**

We are pleased to extend an offer of employment for the position of **Office Staff** at **VMC Steel and Alloys Industry** . After careful consideration of your qualifications, we believe that your skills align well with the requirements of the role.

The terms of your employment are as follows:

Position: Office Staff

Department: Administration

Start Date: 15/11/2023

To accept this offer, please sign and return a copy of this letter by One Week, indicating your agreement with the terms and conditions outlined herein.

We look forward to welcoming you to **VMC Steel and Alloys Industry** . If you have any questions or require further clarification, please contact Administration.

Once again, congratulations on your appointment, and we anticipate a mutually beneficial working relationship.

Thanking you,

Yours Truly,  
For VMC Steel & Alloys Industry



*[Handwritten Signature]*  
Head Administrator

**VMC Steel & Alloys Industry**

GST: 33AATFV6865D1Z0

Office Address: 3/124, Elayagoundampalayam,  
Kathirampatti, Erode - 638 107

+91 80950 04123 | vmcsteelandalloys@gmail.com

Factory Address: 103/3, Mottai Velan Kadu,  
M. Pidariyur, Panniyampalli, Chennaiyalai Village,  
Perundurai, Erode - 638 051

October 13, 2023

Candidate ID: NM0001  
Mr. Kesava Prasath M  
kesavavijay001@gmail.com

Dear Kesava Prasath M,

Further to our interactions with you, we are pleased to offer you a position at FACE Prep (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

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.



Jai Guru Dev



# Maharishi Vidya Mandir Senior Secondary School

(Affiliated to CBSE, Affiliation No. 1930695)



Date: 11.12.2023


To

**Mr. Krishnaraj.R**  
69/42, Periya Valasu Road,  
V. Chatram,  
Erode

Dear Mr. Krishnaraj,  
Greetings!

In continuation of the personal interview held on December 11, 2023 we are pleased to inform that, you have been appointed as HOSTEL STUDY SUPERVISOR in our school. You are expected to take up the responsibility from December 12, 2023.

With kind regards,

  
PRINCIPAL

MAHARISHI VIDYA MANDIR  
SENIOR SECONDARY SCHOOL  
(CBSE Aff. No : 1930695 | School No : 54617)  
Ingur, Perundurai (Tk),  
Erode (Dt) - 638 052, Tamilnadu.



**JOB OFFER LETTER**

REF: INET/OFF/NEC2439

Date: 23<sup>rd</sup> Feb 2024

To,

Dear **S Leebika,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **“English Language & Life Skill Trainer”** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

**PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





**ELITE CLOTHING COMPANY**

Woven Fabrics Manufacturers & Exporter

# 349, Kumanan Rice Mill Compound,  
Devi Chitra Theatre Road, Kongu Nagar,  
Perundurai - 638 052.  
e-mail : eliteclothing.ecd@gmail.com  
Phone : 04254 223242  
GSTIN : 33AAOFE2104J1Z0

Ref. No. :

Date : 8/4/2024

**INTERNSHIP OFFER ACCEPTANCE LETTER**

27.03.2024

**K LOGESHWARI**

D/O A. KUMAR

235 A, SULLIPALAYAM (PO),

THUDUPATHI (VIA),

PERUNDURAI-638057

6379119231

Dear K LOGESHWARI

Here at **ELITE CLOTHING COMPANY**, We are pleased to extend you an offer for an internship position within our **HR & FINANCE** department.

The offer is department on a successful completion of a background check and a drug screening.

Once you accept this offer, we will send you additional details regarding your first day.

We look forward to seeing you begin your journey with company name and look forward to a successful internship.

For ELITE CLOTHING COMPANY

  
Partner







Authorised Dealer

AIRCONDITIONING SYSTEMS &  
REFRIGERATION PRODUCTS

**TAT** THERMAK  
Air Technologist

15.11.23

To

The HOD , MBA dept,  
Nandha Engineering college,  
Erode.

Dear Sir ,

We hereby glad to inform you that

S.Mounish , II nd MBA


has been given appointment as Marketing executive – Trainee in our organization  
from today .

Thanking you ,


Office :  
Plot No. 41, URC Nagar, 2nd Street,  
Veerappampalayam, Perundurai Road,  
Erode - 638 012. Tele Ph : 0424 - 2430372  
Mobile : 98427 96096 | E-mail : thermakerode@gmail.com  
GST NO : 33AEXPR4594K1Z1

Showroom :  
141/1, LKA Towers, Perundurai Road,  
Opp. Sakthi Mahal, ERODE - 638 011.  
Tel : 0424 - 2272416 Mobile : 98658-96096

 **BLUE STAR**

Authorised Dealer

AIRCONDITIONING SYSTEMS &  
REFRIGERATION PRODUCTS

 **THERMAK**  
Air Technologist

15/11/23

To

The HOD, MBA dept,  
Nandha Engineering college,  
Erode.

Dear Sir,

We hereby glad to inform you that

**S.Mounish**, II nd MBA

has been given appointment as Marketing executive – Trainee in our organization from today.

Thanking you,


Office:  
Plot No. 41, URC Nagar, 2nd Street,  
Veerappampalayam, Perundurai Road,  
Erode - 638 012. Tele Ph: 0424 - 2430372  
Mobile: 98427 96096 | E-mail: thermtakerode@gmail.com  
GST NO: 33AEXPR4594K1Z1

Showroom:  
141/1, LKA Towers, Perundurai Road,  
Opp. Sakthi Mahal, ERODE - 638 011.  
Tel: 0424 - 2272416 Mobile: 98658-96096





AKILA KUPPUSAMY &lt;akila.k@nandhaengg.org&gt;

## Internship Opportunity Confirmation for MBA Graduates from Nandha Engineering College

1 message

Negamiah Daniel G &lt;negamiahdaniel.gnanaraj@urcc.in&gt;

Mon, Feb 12, 2024 at 4:39 PM

To: Mounica Mouni &lt;mounimounica252@gmail.com&gt;

Cc: HR Dept &lt;hr@urcc.in&gt;, manimegalai.v@nandhaengg.org, akila.k@nandhaengg.org

**Dear Ms.MOUNICA.S,**

Greetings From URC CONSTRUCTION (P) LTD.

I am writing this mail to formally confirm our decision to appoint talented MBA graduates from Nandha Engineering College as interns at our company.

Following our discussions with the faculty and students, we are pleased to inform you that we have fixed a date for the commencement of the internship program.

We are excited to welcome you to our team as interns on (19-February-2024) i.e, Monday.

We believe that this internship opportunity will provide valuable hands-on experience and learning opportunities for the MBA graduates from Nandha Engineering College.

We are committed to provide a supportive environment where interns can develop their skills, contribute to meaningful projects, and gain insights into our industry.

The collaboration between our company and Nandha Engineering College has been instrumental in ensuring that we have selected candidates who not only possess the requisite academic qualifications but also demonstrate the enthusiasm, drive, and potential to excel in their roles as interns. Faculty's unwavering support and partnership is valuable & We look forward in continuing our collaboration.

*Thanks & Regards*

photograph

Logo

**Negamiah Daniel.G**  
Senior HR  
URC Construction Pvt Ltd

M: (+91) 9952-418-292

E: negamiahdaniel.gnanaraj@urcc.in

www.urccltd.com/



T. Nagar, Chennai, 600017, India



October 13, 2023

Candidate ID: NM0005

Ms. Mounica S

mounimounica262@gmail.com

Dear Mounica S,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**,

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of **Rs. 3.06 LPA** will be made based on your performance in this internship.
5. Your notice period during the internship period is **15 days**. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of **8.5 hours** in duration and your work days will be **6 days** in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for **2.5 earned leave** per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

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.*



Dear Mr. **Mousik Shankar**,

Thank You for showing Interest In CGBIZ Solutions Pvt Ltd!

We are pleased to offer you employment with CGBIZ solutions Pvt Ltd on the following terms and

**Designation: IT Recruiter**

**Cost to Company: INR 2,16,000/-**

**Probation Period: 6 Months**

**Expected DOJ: 05-02-2024**

**Location: Bangalore**

You will be governed by the policies and procedures applicable to CGBIZ solutions Pvt Ltd Bangalore Office.

**Offer Acceptance:**

Please submit the duplicate copy of this offer letter duly signed by you as a token of acceptance should reach within a week. After you submit your resignation to the current employer, please send us a copy of the same and communicate your confirmed Date of Joining.

**Leaves:**

You are entitled to Leave @1.25 days per completed month. Leave can be accumulated but has to be utilized within the calendar year and there would not be any carry forward.

Company paid Holidays/weekly offs can be suffixed as well as Prefixed to the leave. Holidays weekly offs (Saturday & Sunday) will not be included in the calculation of Leave.

**Notice Period:**

The service with the Company may be terminated by the employee giving Two months' notice in writing regardless you are being on probation or as a confirmed employee.





**Exclusive employment:**

You will agree to work exclusively for the company while in its employment and abide by the company policy on exclusive employment and non-compete.

Your individual remuneration is purely a fact between you and the company and has been arrived at based on your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential.

Please sign and return to us the duplicate of this letter in token of your acceptance.

Sincerely,

Mamita Ganguly

Human Resource Manager,

CGBIZ SOLUTIONS PRIVATE LIMITED







AKILA KUPPUSAMY &lt;akila.k@nandhaengg.org&gt;

**Fwd: Offer Letter**

1 message

**Mugundhan Sk** <sk.mugundhan8@gmail.com>  
To: "akila.k@nandhaengg.org" <akila.k@nandhaengg.org>

Wed, Apr 3, 2024 at 10:31 AM

----- Forwarded message -----

From: **Mugundhan Sk** <sk.mugundhan8@gmail.com>  
Date: Tue, 2 Apr 2024 at 8:59 PM  
Subject: Fwd: Offer Letter  
To: <sangeetha.t@nandhaengg.org>

----- Forwarded message -----

From: **Manasa Charaka DGITO** <manasa@aimfillcampus.com>  
Date: Thu, 28 Mar 2024 at 12:58 PM  
Subject: Offer Letter  
To: <sk.mugundhan8@gmail.com>

Dear Mugundhan,

We are delighted to extend to you the following offer of employment with Aimfill International, a division of DGITO Technical Training Service Pvt. Ltd.

**\*Position\*:**

Offer of Employment – HR Manager Bengaluru

**\*Salary\*:** Your initial salary for the position of Talent Acquisition will be 15k Per Month.

A mandatory target of four times your CTC should be the revenue realized by you for each consecutive month. Failure to achieve this target will result in the delay of your remuneration until the target is met. Lack of performance for a significant time span may lead to placement in a Performance Improvement Plan (PIP).

**Reporting To:** Sales Manager As Talent Acquisition, your responsibilities will include:

- > Partnering with hiring managers to understand staffing needs and develop effective recruitment strategies.
- > Sourcing, screening, and evaluating candidates through various channels, including job boards, social media, and networking.
- > Conducting interviews and assessments to assess candidates' qualifications, skills, and cultural fit.
- > Managing the full recruitment lifecycle, from job posting to offer negotiation and onboarding.
- > Building and maintaining relationships with candidates, ensuring a positive candidate experience throughout the recruitment process.



- Collaborating with HR and hiring managers to ensure compliance with employment laws and company policies.

Joining Date : Your joining date is scheduled for 27 March 2024.

Reporting office can be any office in India

Your appointment is conditional upon the successful completion of a 10-day unpaid training period, which will occur concurrently with the commencement of your employment. During this time, you will have the opportunity to interact with our leadership team, receive updates on company practices, and begin performing your duties.

**Training :** The training session is scheduled from tomorrow. Please be advised that your performance over the 10-day period will be evaluated and will form the basis of the issuance of your formal letter of appointment.

**Performance Guarantee Clause:**

- Meet or exceed the performance goals and objectives established for your position, as communicated by your supervisor or manager.
- Adhere to all company policies, procedures, and ethical standards in the execution of your duties.
- Maintain a high level of professionalism and integrity in all interactions with colleagues, clients, and stakeholders.
- Demonstrate continuous improvement and a commitment to personal and professional development.
- Collaborate effectively with team members and contribute to a positive work environment.
- Meet deadlines and deliverables as outlined in project plans and assignments.
- Seek feedback from supervisors and colleagues to identify areas for improvement and take proactive steps to address them.

**Documentation Required for Onboarding :**

1. Updated Resume
2. Passport-size Photograph
3. Photocopies of Academic & Professional Certificates
4. Government Issued Identity Proof
5. 6 months salary certificates and corresponding Bank Statement
6. Proof of Previous Employment and Last Drawn Salary To proceed,

please confirm your acceptance of this offer by replying to this email and attaching the required documents.

We are excited to welcome you to the Aimfill International team and are confident that you will make valuable contributions to our organization's success. If you have any questions or require further information, please do not hesitate to contact us.

Best Regards,

Manasa Charaka



October 13, 2023

Candidate ID: NM0002  
Mr. Nandha Kumar R  
nandhakumaracr@gmail.com


Dear Nandha Kumar R,

Further to our interactions with you, we are pleased to offer you a position at FACE Prep (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to Mr. Arun (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of **8.5 hours** in duration and your work days will be **6 days** in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for **2.5 earned leave** per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

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.*





# The Chennai Silks

## OFFER LETTER

Date: 14-02-2024

To

**NANDHAKUMAR**

MBA – II year

The Nandha Engineering College

Perundurai, Main Road, Vaikkaalmedu, Erode,

Tamil Nadu 638052

**Sub: On Job Training Offer Letter**

Dear **NANDHAKUMAR**

It gives me great pleasure to inform you that, you have been selected as **HR Assistant** and your work location would be at **The Chennai Silks, 85A Rkv road Erode , Tamil Nadu 638001**. Your date of joining will be **16 th February 2024** and the OJT will end on **25th February 2024**.

**Regards,**

Tamilselvan C.

Manager HR/Admin

---

### **Candidate's Declaration and Acceptance of Offer**

I **NANDHAKUMAR** have read terms and conditions and information regarding my OJT Offer Letter. I affirm that I accept the offer given by **The Chennai Silks** and will join on the date given by the above Company.

**Date** :

**Signature:**





AKILA KUPPUSAMY &lt;akila.k@nandhaengg.org&gt;

## Internship Opportunity Confirmation for MBA Graduates from Nandha Engineering College

2 messages

Negamiah Daniel G &lt;negamiahdaniel.gnanaraj@urcc.in&gt;

Mon, Feb 12, 2024 at 4:35 PM

To: "Nandhakumar.T" &lt;nandhakumar3678@gmail.com&gt;

Cc: HR Dept &lt;hr@urcc.in&gt;, akila.k@nandhaengg.org, manimegalai.v@nandhaengg.org

Dear **Mr.Nandha Kumar.T,**

Greetings From URC CONSTRUCTION (P) LTD.

I am writing this mail to formally confirm our decision to appoint talented MBA graduates from Nandha Engineering College as interns at our company.


Following our discussions with the faculty and students, we are pleased to inform you that we have fixed a date for the commencement of the internship program.

We are excited to welcome you to our team as interns on (19-February-2024) i.e. Monday.

We believe that this internship opportunity will provide valuable hands-on experience and learning opportunities for the MBA graduates from Nandha Engineering College.

We are committed to provide a supportive environment where interns can develop their skills, contribute to meaningful projects, and gain insights into our industry.

The collaboration between our company and Nandha Engineering College has been instrumental in ensuring that we have selected candidates who not only possess the requisite academic qualifications but also demonstrate the enthusiasm, drive, and potential to excel in their roles as interns. Faculty's unwavering support and partnership is valuable & We look forward in continuing our collaboration.

*Thanks & Regards* 



**Negamiah Daniel.G**  
Senior HR  
URC Construction Pvt Ltd

M: (+91) 9952-418-292

E: negamiahdaniel.gnanaraj@urcc.in

www.urcindia.com/



T. Nagar, Chennai, 600017, India

Nandhakumar.T &lt;nandhakumar3678@gmail.com&gt;

Mon, Feb 12, 2024 at 4:56 PM

To: Negamiah Daniel G &lt;negamiahdaniel.gnanaraj@urcc.in&gt;

Cc: HR Dept &lt;hr@urcc.in&gt;, akila.k@nandhaengg.org, manimegalai.v@nandhaengg.org

I accept the offer.

[Quoted text hidden]





# ELITE CLOTHING COMPANY

Woven Fabrics Manufacturers & Exporter.

# 349, Kumaran Rice Mill Compound,  
Deyi Chitra Theatre Road, Kongu Nagar,  
Perundurai - 638 052.  
e-mail: eliteclothing.ecd@gmail.com  
Phone: 04294 223242  
GSTIN : 33AADFE2104J170

Ref No. :

Date: 20/02/2024

## LETTER TEMPLATE INTERNSHIP OFFER ACCEPTANCE LETTER

20.02.2024

**M.Nandhini**

253 GIRLS HR SEC SCHOOL OPP, AANDAVAR MESS,  
KUNNATHUR ROAD,  
PERUNDURAI-638052  
95669-43814

Dear M.Nandhini

Here at **Elite Clothing Company**, we are pleased to extend you an offer for an internship position within our **HR & MARKETING** department.

The offer is dependent on a successful completion of a background check and a drug screening.

Once you accept this offer, we will send you additional details regarding your first day.

We look forward to seeing you begin your journey with company name and look forward to a successful internship.

For Elite Clothing Company

Partner





## OFFER LETTER

Date : 13-02-2024

Mr. PRAGADEESH  
HANDHA ENGINEERING COLLEGE

Dear Mr. PRAGADEESH

Welcome to the DMart family!

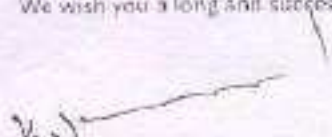
On the basis of campus selections, we are happy to offer you the position of Department Manager (Trainee) at an annual compensation of INR 3.50 Lakhs\* on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in the Month of July Tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

This offer is subject to the completion of all your final exams on or before June 2024.

We wish you a long and successful career with us!

  
Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms:-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared fit for employment by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

---

## ACKNOWLEDGEMENT & ACCEPTANCE

Sign of Candidate :

Full name & date:



October 13, 2023

Candidate ID: NM0008

Mr. Pragadeesh R

pragadeesh543.pd@gmail.com


Dear Pragadeesh R,

Further to our interactions with you, we are pleased to offer you a position at FACE Prep (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manager) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

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.



October 13, 2023

Candidate ID: NM0003

Ms. Prathipa M

prathipakavi18@gmail.com

Dear Prathipa M,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

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.*



## JOB OFFER LETTER

REF: INET/OFF/NEC2437

Date: 23<sup>rd</sup> Feb 2024

To,

Dear **M Prathipa,**

This has reference to your interview dated 13<sup>th</sup> Feb 2024 had with us, for the position of "English Language & Life Skill Trainer" at Nandha Institutions, Erode

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.





# The Chennai Silks

## OFFER LETTER

Date: 14-02-2024

To

**PRADEEPA**

MBA – II year

The Nandha Engineering College

Perundurai, Main Road, Vaikkaalmedu, Erode,

Tamil Nadu 638052

**Sub: On Job Training Offer Letter**

Dear **PRADEEPA**

It gives me great pleasure to inform you that, you have been selected as **HR Assistant** and your work location would be at **The Chennai Silks, 85A Rky road Erode , Tamil Nadu 638001**. Your date of joining will be **16 th February 2024** and the OJT will end on **25th February 2024**.

Regards,

Tamilselvan C.

Manager HR/Admin

---

### **Candidate's Declaration and Acceptance of Offer**

I **PRADEEPA** have read terms and conditions and information regarding my OJT Offer Letter. I affirm that I accept the offer given by **The Chennai Silks** and will join on the date given by the above Company.

Date :

Signature:



February 19, 2024

**Ms. Priyadharshini M**

sarithapriya0715@gmail.com

Dear Priyadharshini,

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 **Inside Sales Intern** in our **FACE Prep Campus Division**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE Prep.
2. You will report to **Mr. Rahul K R (Inside Sales Manager)** or anyone to whom he may depute.
3. Your date of joining will be **26<sup>th</sup> February 2024**. Your base location will be **Coimbatore**.
4. During your probation period, you will be paid a fixed stipend of **Rs. 21,001/-** per month plus incentives. Post completion of your probation, Your annual CTC will be **Rs. 5,14,489/-**. The break-up of the same is provided in Annexure I.
5. Your three-month probation will begin from your date of joining. Your notice period during your 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.
6. 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.
7. 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 and you will be eligible for one day week off which will be on Monday. You will also be eligible for 14 holidays as per the policy which will be prorated as per your date of joining.
8. You will have to use your own laptop.
9. 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.



Annexure I: Annual Compensation Break up			
Name	Ms. Priyadharshini M	Position & Department	Inside Sales Associate
#	Compensation Head		Annual (in INR)
1	Basic Pay		2,52,012
2	House Rent Allowance		1,00,805
3	Medical Allowance		15,000
4	Conveyance Allowance		10,583
5	Provident Fund (Employer Contribution)		21,600
Total Fixed Pay			4,00,000
6	Gratuity		12,116
Total Retirement Benefits			12,116
7	Medical Insurance Premium		1,783
8	Accidental Insurance Premium		590
Total Other Benefits			2,373
9	Performance Linked Pay		1,00,000
Total Variable Pay			1,00,000
Total Cost to Company			5,14,489

**Note:**

1. \*Performance Linked Pay (PLP) (Monthly / Quarterly)

- Performance Linked Pay will be paid out Monthly.
- Any Associate who has worked till the last working day of the period in consideration will receive this payout irrespective of the resignation date or last working date.
- For Sales Associates who have a target based PLP (Monthly / Quarterly), the same will be paid out based on target achievement as on the Last Working Date of the Associate (The Payout will happen irrespective of the resignation date or last working date).

2. Indicative Value and Actual Payout Value

- The PLP or ARB mentioned in your Compensation Structure is an Indicative Value and refers to the maximum eligible PLP or ARB that you are entitled for.
- The Actual Payout Value depends on various factors including your individual performance, your team/unit performance and the overall company performance.

3. 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.

4. 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.

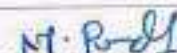
Thank you

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.*





# The Chennai Silks

## OFFER LETTER

Date: 14-02-2024

To

**PRIYA DHARSHINI**

MBA – II year

The Nandha Engineering College

Perundurai, Main Road, Vaikkanmedu, Erode,

Tamil Nadu 638052

Sub: On Job Training Offer Letter

Dear **PRIYA DHARSHINI**

It gives me great pleasure to inform you that, you have been selected as **HR Assistant** and your work location would be at **The Chennai Silks, 85A Rky road Erode, Tamil Nadu 638001**. Your date of joining will be **16 th February 2024** and the OJT will end on **25th February 2024**.

Regards,

Tamilselvan C.

Manager HR/Admin

---

### Candidate's Declaration and Acceptance of Offer

I **PRIYA DHARSHINI** have read terms and conditions and information regarding my OJT Offer Letter. I affirm that I accept the offer given by **The Chennai Silks** and will join on the date given by the above Company.

Date :

Signature:



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.

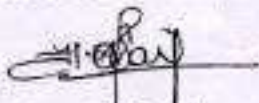


- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### JOB RESPONSIBILITIES

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



Mr Ismail Bin Haneefa,  
Director

i2Net





# The Chennai Silks

## OFFER LETTER

Date: 14-02-2024

To

**RESHMA**

MBA – II year  
The Nandha Engineering College  
Perundurai, Main Road, Vaikkaalmedu, Erode,  
Tamil Nadu 638052

Sub: On Job Training Offer Letter

Dear **RESHMA**

It gives me great pleasure to inform you that, you have been selected as **HR Assistant** and your work location would be at **The Chennai Silks, 85A Rkv road Erode , Tamil Nadu 638001**. Your date of joining will be **16 th February 2024** and the OJT will end on **25th February 2024**.

Regards,  
Tamilselvan C.  
Manager HR/Admin

---

### Candidate's Declaration and Acceptance of Offer

I **RESHMA** have read terms and conditions and information regarding my OJT Offer Letter. I affirm that I accept the offer given by **The Chennai Silks** and will join on the date given by the above Company.

Date :

Signature:



October 13, 2023

Candidate ID: NM0033  
Ms. Sabarna M  
sabarna3019@gmail.com


Dear Sabarna M,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of **Rs. 3.06 LPA** will be made based on your performance in this internship.
5. Your notice period during the internship period is **15 days**. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of **8.5 hours** in duration and your work days will be **6 days** in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for **2.5 earned leave** per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

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.*



October 13, 2023

Candidate ID: NM0004

Ms. Sandhiya V

sandhiya1830@gmail.com

Dear Sandhiya V,

Further to our interactions with you, we are pleased to offer you a position at FACE Prep (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of **Rs. 3.06 LPA** will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

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.*



VINU COIRS

October-4,2023

Dear **SANJAI A.**

With great pleasure, I would like extend the following employment offer.

Position: Manager

Start date: No later than [Oct 6,2023]

Salary: INR 20,000/- (Rupees Twenty Thousand Per Month Only).

This employment offer is contingent upon the successful completion of [background check, drug screening, reference check, I-9 form, etc.]. This offer is not a contract of employment, and either party may terminate employment at any time, with or without cause.

Sincerely,

**GSTIN: 33AVGPV4380H1ZB**

**VINU COIRS**

7/119-1, Papanjilam, Mullipuram Post  
KANGAYAM, Tiruppur (Dt)-638 100, TN.

Proprietor.

Candidate Signature: *Sanjai A.*

Candidate Printed Name: SANJAI . A

Date: 4.10.2023.

MOBILE: +91 9095116444

ADDRESS: 64/3A PAPANJILAM, MULLIPURAM (POST)

NATHAKADIVUR, KANGAYAM (TK), TIRUPPUR (DT)

638108

EMAIL: VINUCOIRS@GMAIL.COM

GSTIN: 33AVGPV4380H1ZB





AKILA KUPPUSAMY &lt;akila.k@nandhaengg.org&gt;

## Internship Opportunity Confirmation for MBA Graduates from Nandha Engineering College

1 message

Negamiah Daniel G <negamiahdaniel.gnanaraj@uroc.in>  
To: santhosh santhosh <santhoshsanthosh52511@gmail.com>  
Cc: akila.k@nandhaengg.org, manimegalai.v@nandhaengg.org, HR Dept <hr@uroc.in>

Mon, Feb 12, 2024 at 4:45 PM

Dear Mr. **SANTHOSH KUMAR.M.**,

Greetings From URC CONSTRUCTION (P) LTD.

I am writing this mail to formally confirm our decision to appoint talented MBA graduates from Nandha Engineering College as interns at our company.

Following our discussions with the faculty and students, we are pleased to inform you that we have fixed a date for the commencement of the internship program.

We are excited to welcome you to our team as interns on (19-February-2024) i.e, Monday.

We believe that this internship opportunity will provide valuable hands-on experience and learning opportunities for the MBA graduates from Nandha Engineering College.

We are committed to provide a supportive environment where interns can develop their skills, contribute to meaningful projects, and gain insights into our industry.

The collaboration between our company and Nandha Engineering College has been instrumental in ensuring that we have selected candidates who not only possess the requisite academic qualifications but also demonstrate the enthusiasm, drive, and potential to excel in their roles as interns. Faculty's unwavering support and partnership is valuable & We look forward in continuing our collaboration.

*Thanks & Regards*



**Negamiah Daniel.G**  
Senior HR  
URC Construction Pvt Ltd

M: (+91) 9952-418-292  
E: negamiahdaniel.gnanaraj@uroc.in  
[www.urocindia.com/](http://www.urocindia.com/)



T. Nagar, Chennai, 600017, India





Sivasankari K &lt;sivasankari.k@nandhaengg.org&gt;

## Re: Rinex Technologies - Results of PI

1 message

**santhosh santhosh** <santhoshsanthosh52511@gmail.com>  
 To: sivasankari.k@nandhaengg.org

Thu, Jan 25, 2024 at 9:41 AM

On Fri, Nov 10, 2023, 6:03 PM placements\_rinex <placements@rinex.ai> wrote:  
 Dear Team,

Congratulations !!

PFA the list of students who have been selected for the post of Inside Sales Strategist at Rinex. Kindly confirm their joining date at the earliest so that we can issue their internship confirmation letter accordingly

### PI RESULTS

SL.NO	NAME	EMAIL ID	DEPARTMENT
1	NARESH P	naresh.sabanish@gmail.com	BUSINESS ANALYTICS
2	Ajitha	Ajithaammu214@gmail.com	Business analytics
3	Shruthi. A	shruthianarasimhan2002@gmail.com	Finance
4	Thanish S	thanishakthi2001@gmail.com	MBA
5	Kesava Prasath M	kesavavijay001@gmail.com	MBA
6	GANISHKASRI S	srganishka@gmail.com	MBA
7	M.SANTHOSH KUMAR	santhoshsanthosh52511@gmail.com	MBA

#### Placement Team

Rinex Technologies Pvt. Ltd.

placements@rinex.ai

Contact No - +91 895 1424081 / 8147058370 / 9148801460 / 8904186156

<https://rinex.ai/>

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On Mon, 6 Nov 2023 at 18:31, placements\_rinex <placements@rinex.ai> wrote:  
Dear Team,

Congratulations !!

PFA the list of students who have been selected for the post of Inside Sales Strategist at Rinex. Kindly confirm their joining date at the earliest so that we can issue their internship confirmation letter accordingly

PI RESULTS		
SL.NO	NAME	EMAIL ID
1	NARESH P	naresh.sabarish@gmail.com
2	Ajitha	Ajithamma214@gmail.com
3	Shruthi.A	shruthiarivarasan2002@gmail.com
		DEPARTMENT
		BUSINESS ANALYTICS
		Business analytics
		Finance

Placement Team  
Rinex Technologies Pvt Ltd,  
placements@rinex.ai  
Contact No - +91 8951424081 / 8147053370 / 9148801450 / 8904186156  
<https://rinex.ai/>

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19 February 2024

To

Head of Department,  
Nandha Engineering College,  
Erode,

Sir/Madam,

Sub – Project Internship Confirmation – Reg

Based on your letter dated 04<sup>th</sup> January 2024, we are hereby ready to provide a project training internship for the following student for three months (12<sup>th</sup> February – 30<sup>th</sup> April)

Name	Register Number
Shruthi A	22BA052

For Equitas Small Finance Bank Ltd,



Mohamed Firoz M I





Date: 22/02/2024

To,  
Sibitharan. P  
2<sup>nd</sup> MBA,  
29/A, Lakshmi nagar,  
46 Pudur PO, Solar,  
Erode – 638002.

Congratulations!!!

On behalf of RG Sundar Co., I am excited to extend a offer to you for a intern position within our company. This position will be working from office (Erode) and for a role as an analyst – Intern.

During your temporary employment with RG Sundar & Co., You may have access to trade secrets and confidential or proprietary business information belonging to the company. But accepting this offer you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside the firm. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. Byaccepting this offer, you acknowledge that you understand participation in this program is not an offer of employmentand successful completion of the program does not entitle you to an employment offer from RG Sundar Co.,

For RG Sundar & Co.,

S. Ramamoorthy  
Executive Director

Intern Name: Sibitharan. P

Date: 22.02.2024

Signature:







Date: 22/02/2024

To:

Sibitharan, P

2<sup>nd</sup> MBA,

29/A, Lakshmi nagar,

46 Pudur PO, Solar,

Erode - 638002.

Congratulations!!!

On behalf of RG Sundar Co., I am excited to extend a offer to you for a intern position within our company. This position will be working from office (Erode) and for a role as an analyst - Intern.

During your temporary employment with RG Sundar & Co., You may have access to trade secrets and confidential or proprietary business information belonging to the company. But accepting this offer you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside the firm. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment and successful completion of the program does not entitle you to an employment offer from RG Sundar Co.,

For RG Sundar & Co.,

S. Ramamoorthy  
Executive Director

Intern Name: Sibitharan, P

Date: 22.02.2024

Signature:





Dear Mr.Sudhakar.D

With great pleasure, I would like extend the following employment Offer

Position: supervisor

Start date: No later than 16.11.2023

Salary: 16,000

This employment Offer is contingent upon successful completion. This offer is not contract of employment, either party may terminate employment at any time, with or without cause.

Sincerely,

Naveen.K

Manager,



Candidate signature:

Date:

GSTIN No. 33ADDF56361B1Z7

**(SJV) SJV Textile Mills**

S.F. No. 483/1, 483/2, THANEERPANDAL,  
NENEERPALAYAM (PO.) T. VELLODE. PERUNDURAI (Tk.)  
ERODE - 638 112. (Dt.) TAMIL NADU, INDIA.  
☎ 98422 11158 ☎ 0424-2262333  
✉ sjvtextilemills@gmail.com

Dear **Mr.Sudhakar.D**

With great pleasure, I would like extend the following employment Offer

Position: supervisor

Start date: No later than 16.11.2023

Salary: 16,000

This employment Offer is contingent upon successful completion. This offer is not contract of employment. either party may terminate employment at any time, with or without cause.

Sincerely,

Naveen.K

Manager.



Candidate signature:

Date:

# VIVEK VIJAY & COMPANY

## ENGINEERING CONTRACTORS



16/5 Kumarasamy Street, Kalaimagal School Road, Erode- 638001 Cell : 98420 44777 e-mail:vivekvijayandco@gmail.com

To:

V.K Suganth  
67, Thundukadu,  
Velakatu Valasu (PO),  
Avalpaondurai Via,  
Erode - 638 115.

Dear Mr.V.K. Suganth,

With Great Pleasure, I would like extend the following employment offer

This employment Offer is contingent upon successful completion. This offer is not contract of employment, either party may terminate employment at any time, with or without cause.

Position: Supervisor

Start Date: 17.11.2023

Salary: Rs.15,000/-

Thanking you,

Yours Faithfully,

For **VIVEK VIJAY & COMPANY**

*D. Ragu*

Ragu.D **Authorised Signatory**

Candidate Signature:

Date:



VIVEK VIJAY & COMPANY  
ENGINEERING CONTRACTORS



16/5 Kumarasamy Street, Kalaimagal School Road, Erode- 638001. Call - 95420 44777. e-mail: vivekvijayandco@gmail.com

To

V.K. Suganth  
67, Thundukadu,  
Velakattu Valasu (PO),  
Avalpeondurai Via,  
Erode - 638 115.

Dear Mr. V.K. Suganth,

With Great Pleasure, I would like extend the following employment offer

This employment Offer is contingent upon successful completion. This offer is not contract of employment, either party may terminate employment at any time, with or without cause.

Position: Supervisor

Start Date: 17.11.2023

Salary: Rs.15,000/-

Thanking you,

Yours Faithfully,  
For VIVEK VIJAY & COMPANY

D. Ragu

Ragu, D. Authorised Signatory

Candidate Signature:

Date:



AKILA KUPPUSAMY &lt;akila.k@nandhaengg.org&gt;

## Regarding Offer Letter

1 message

Tamil Selvan &lt;thechennaiSilks07@gmail.com&gt;

Mon, Feb 12, 2024 at 6:01 PM

To: "manimegalai.v@nandhaengg.org" &lt;manimegalai.v@nandhaengg.org&gt;, "akila.k@nandhaengg.org"

&lt;akila.k@nandhaengg.org&gt;

Letter of Appointment

Kind Attn: The Principal / The Placement Officer

Appointed as (HR Assistant of them designation)

We refer to your recent interview for the above position and are pleased to inform that we are offering the candidates the position with our company effective from 09.02.2024 under the following terms and conditions:

Salary: The salary offered to the candidate during the interview ( As we attached particular details in attachment file)

Probationary Period:

The probationary period need to be served by the candidate, after joining the job.

Working Hours:

The working hours to be followed by the employee, Sunday to Saturday working, (Monday to Friday any one day Off), Lunch Break:- Provided, Tea and Snacks provided.

Notice Period Clause: If the employee desire to leave the company, he/she needs to serve the notice period as per stated by the present company in the appointment letter


We kindly ask you to find out the attachment file for candidates.

Thanks and Regards

Tamilselvan C

HR Manager

The Chennai Silks

 **NANDHA COLLEGE OFFER LETTER.pdf**  
53K



**NANDHA ENGINEERING COLLEGE**

**JOINING CANDIDATE LIST**

S.NO	NAME	COURSE & SPECIALIZATIONS	DESIGNATION	EXPECTING DOJ	SALARY	REMARKS
1	Ahamed Basith	MBA-HR & Marketing	HR Assistant	13/02/2024	₹ 12,000	OFFER LETTER
2	Priya Dharshini	MBA-HR & Business Analytics	HR Assistant	13/02/2024	₹ 12,000	OFFER LETTER
3	Rajendra prasath	MBA-HR & Marketing	HR Assistant	13/02/2024	₹ 12,000	OFFER LETTER
4	Pradeepa	MBA-HR & Marketing	HR Assistant	13/02/2024	₹ 12,000	OFFER LETTER
5	Reshma	MBA-HR & Marketing	HR Assistant	13/02/2024	₹ 12,000	OFFER LETTER
6	Nandhakumar	MBA-Finance & Business Analytics	HR Assistant	13/02/2024	₹ 12,000	OFFER LETTER





## gboxz Family - INTURN 2024 - Curtain Raiser Session

2 messages

Nandakumar S <nandakumar@gboxz.com>  
To: sivasankari.k@nandhaengg.org

Fri, Feb 17, 2023 at 2:46 PM

Dear Ms. Sivasankari,

In the spirit of Inturn 2024, and the successful turn of interactions that have occurred between us, we are very enraptured to announce that the INTURN 2024 curtain raiser session is commencing on the **18th of February 2023, Saturday** 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	9655997384	dhaneshdon511@gmail.com
Jeya Shri .R	9597719175	jeashri003@gmail.com
Prathipa M	8531961481	prathipakavi18@gmail.com
SANGAVI.P	6383482603	avismiley3@gmail.com
NANDHAKUMAR R	7639965453	nandhakumaract@gmail.com
V.Vishnu Priya	9344935749	vv.vishnu3112001@gmail.com
Nandhakumar T	7373949705	nandhakumar3678@gmail.com
Sabarna.M	8637498975	sabarna3019@gmail.com

The students can register themselves for this session using the link given below:

**Link:** <https://us06web.zoom.us/join/zoom/register/register/tZwpdeuppzkuHtPK9aBI0YHSQBC2idP1n8eY>

**Date:** 18.02.2023

**Time :** 02:00 PM

We request you to pass on this information to the above mentioned candidates only, as this might be the inception of an exciting journey that the following candidates shall share with us.

**Warm regards,**

Nandakumar.S,











**JOB OFFER LETTER**

REF: INET/OFF/NEC2437

Date: 23<sup>rd</sup> Feb 2024

To,

Dear **M Prathipa,**

This has reference to your interview dated 13<sup>th</sup> Feb 2024 had with us, for the position of "English Language & Life Skill Trainer" at Nandha Institutions, Erode

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

**PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between INR. 15,000/- to INR. 17,000/- month. (Incl. of **Basic Pay, Performance Pay and Holding Amount**) from the date of your **reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.

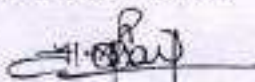


- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

#### JOB RESPONSIBILITIES

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



Mr Ismail Bin Haneefa,  
Director

i2Net





# The Chennai Silks

## OFFER LETTER

Date: 14-02-2024

To

**RESHMA**

MBA – II year

The Nandha Engineering College

Perundurai, Main Road, Vaikkaalmedu, Erode,

Tamil Nadu 638052

**Sub: On Job Training Offer Letter**

Dear **RESHMA**

It gives me great pleasure to inform you that, you have been selected as **HR Assistant** and your work location would be at **The Chennai Silks, 85A Rly road Erode , Tamil Nadu 638001**. Your date of joining will be **16 th February 2024** and the OJT will end on **25th February 2024**.

**Regards,**

Tamilselvan C.

Manager HR/Admin

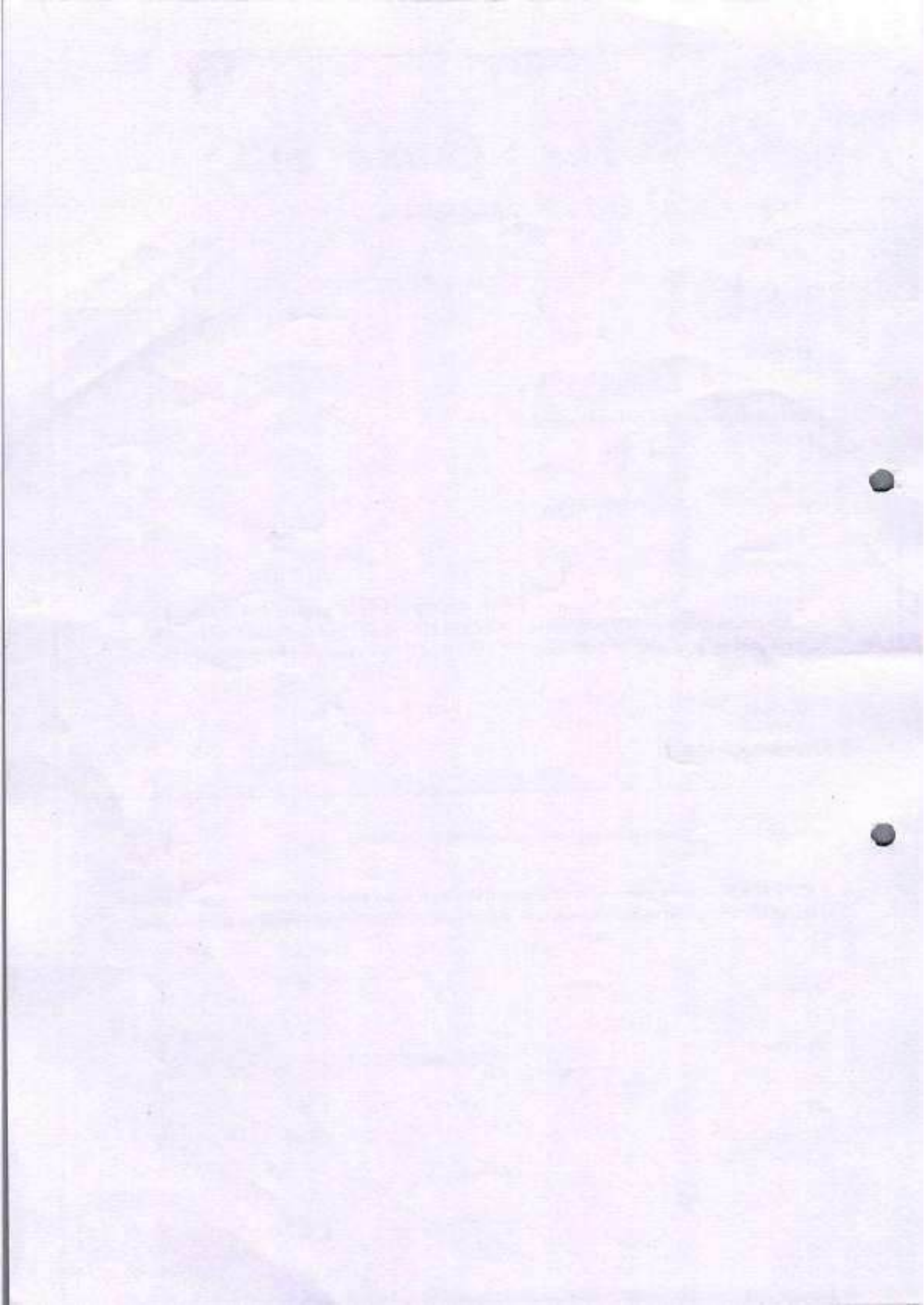
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### **Candidate's Declaration and Acceptance of Offer**

I **RESHMA** have read terms and conditions and information regarding my OJT Offer Letter. I affirm that I accept the offer given by **The Chennai Silks** and will join on the date given by the above Company.

Date :

Signature:





October 13, 2023

Candidate ID: NM0033  
Ms. Sabarna M  
sabarna3019@gmail.com


Dear Sabarna M,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of **Rs. 3.06 LPA** will be made based on your performance in this internship.
5. Your notice period during the internship period is **15 days**. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of **8.5 hours** in duration and your work days will be **6 days** in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for **2.5 earned leave** per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

Yours sincerely

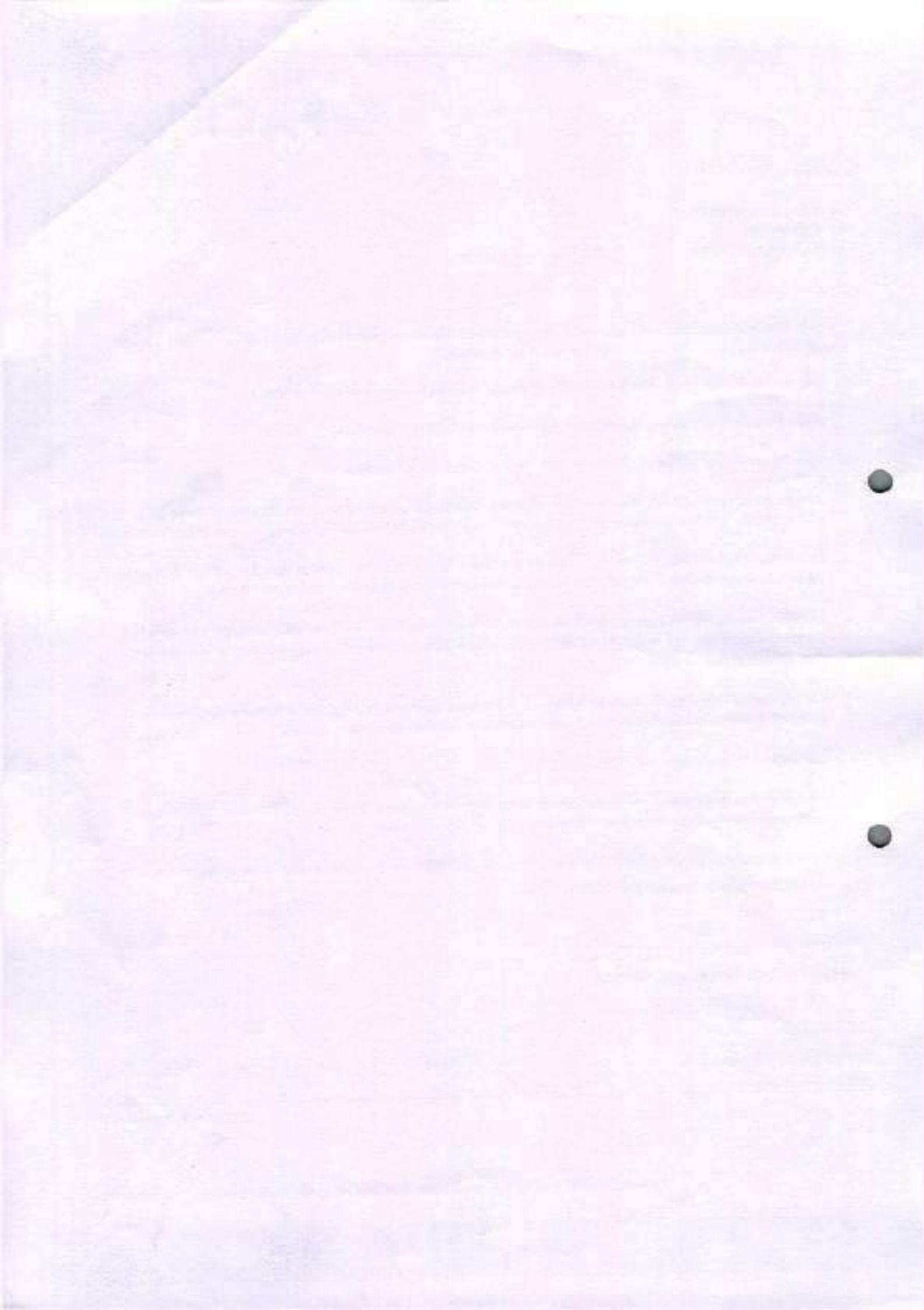
For Focus 4 – D Career Education Pvt Ltd.



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.*





October 13, 2023

Candidate ID: NM0004

Ms. Sandhiya V

sandhiya1830@gmail.com


Dear Sandhiya V,

Further to our interactions with you, we are pleased to offer you a position at FACE Prep (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of **Rs. 3.06 LPA** will be made based on your performance in this internship.
5. Your notice period during the internship period is **15 days**. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
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7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for **2.5 earned leave** per month as per the leave policy.
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Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



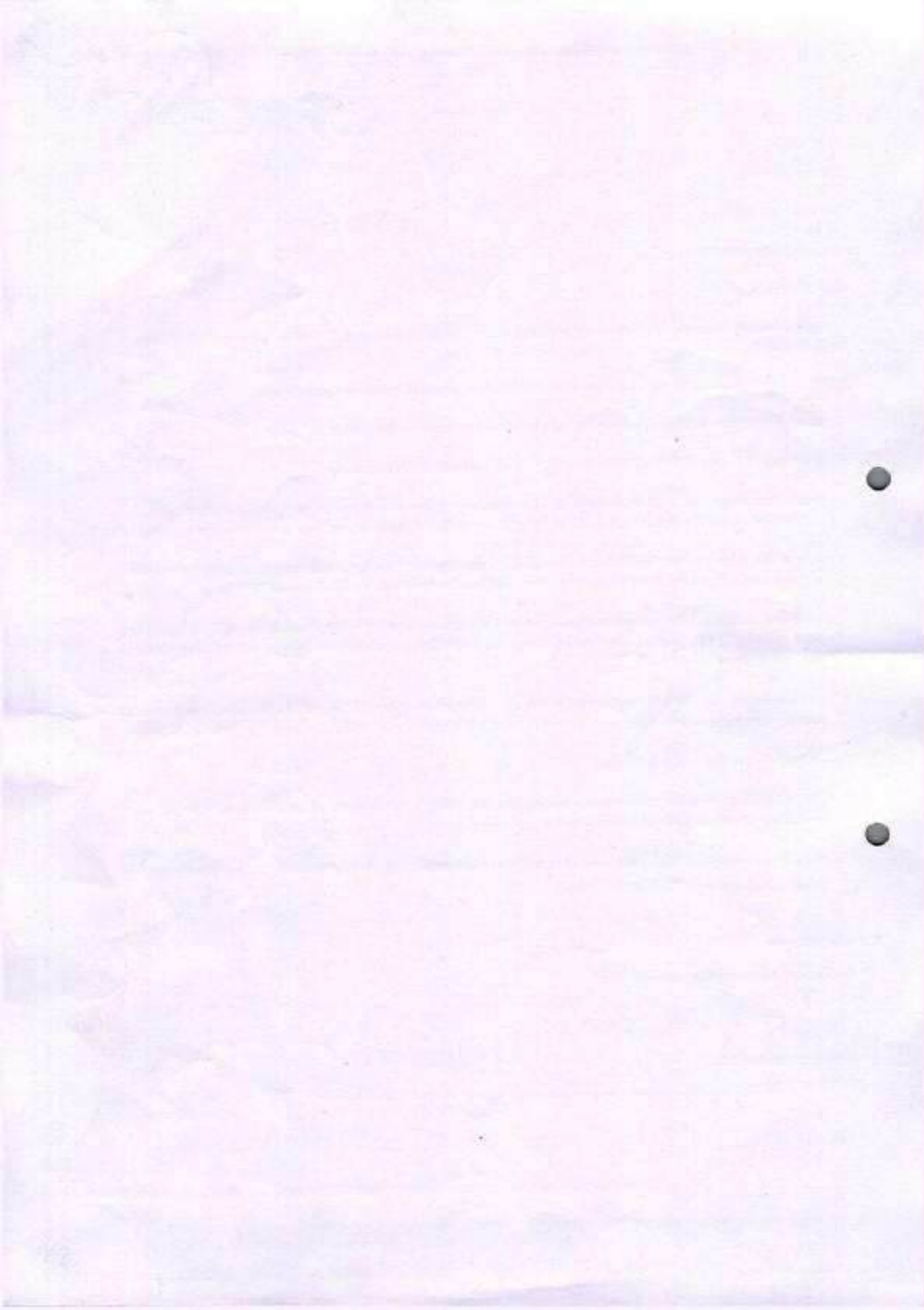
Arumugam N Vadivelu

HR Business Partner

**ACCEPTANCE OF OFFER**

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





**JOB OFFER LETTER**

REF: INET/OFF/NEC2439

Date: 23<sup>rd</sup> Feb 2024

To,

Dear **S Leebika,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **“English Language & Life Skill Trainer”** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

**PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
2	Phase I	Professional Core Training (PCT)	Online	15 Days
3	Phase II	Train the Trainers (TTT)	Offline	30 Days

- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
- The Phase I – Professional Core Training (PCT) aims to cover the methodology of language Training.
- The Phase II – Train the Trainers (TTT) expands your skills to equip your knowledge to become a professional trainer of iNet.
- During Phase II - Train the Trainers (TTT), standard accommodation & food will be provided as a part of the Training Program.
- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount)** from the date of your **reporting to the school** for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
- You will be provided free food & accommodation at your place of posting from the date of your joining at the client's place after the completion of Professional Development Training.
- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.



**ANNEXURE 1 - SALARY BREAKUP**

CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
- The Holding value (₹2000.00/Month) of the entire contract will be credited as two instalments (in the months of April & May) after your contract gets over by March.

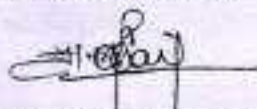


- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
  3. Pan Card Copy
  
- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

### JOB RESPONSIBILITIES

- Should train Language & Life skills to school children.
- Maintaining & developing good relationships with school management.
- Acting as a contact between the company & its existing, potential clients.
- Gaining a clear understanding of client requirements.
- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



Mr Ismail Bin Haneefa,  
Director

i2Net



**JOB OFFER LETTER**

REF: INET/OFF/NEC2438

Date: 23<sup>rd</sup> Feb 2024

To,

**Dear S Reshma,**

This has reference to your interview dated 13<sup>th</sup> Feb 2024 had with us, for the position of "English Language & Life Skill Trainer" at Nandha Institutions, Erode

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

**PROFESSIONAL DEVELOPMENT**

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
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- The Phase I – Preliminary Language Training (PLT) mainly focuses to strengthen your knowledge of English Language.
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- All the Training Schedules will be shared to your Email Address from our Training Department.



### FINANCIAL DEVELOPMENT

- Your pay will be in between INR. 15,000/- to INR. 17,000/- month. (Incl. of **Basic Pay, Performance Pay and Holding Amount**) from the date of your reporting to the school for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
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- You can also increase your earnings by becoming an Online Tutor on iNet, if you meet iNet's Online Training (OT) Criteria.

### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
- You should submit any one of your Educational Certificates for Educational Background Verification at time of commencement of Phase II – Train the Trainers Program.
- After the Professional Development Training, you should be ready to work anywhere in Tamil Nadu including your hometown.
- Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificate given by you as a proof of above we retain the right to review our offer of employment.



## JOB OFFER LETTER

REF: INET/OFF/NEC2435

Date: 23<sup>rd</sup> Feb 2024

To,

Dear **P Sangavi,**

This has reference to your interview dated **13<sup>th</sup> Feb 2024** had with us, for the position of **"English Language & Life Skill Trainer"** at **Nandha Institutions, Erode**

We are pleased to provide the opportunity of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter after the accomplishment of training provided by the employer.

### PROFESSIONAL DEVELOPMENT

- You will be required to attend 6 to 8 weeks of Professional Training as follows:

S.No	Phase	Training	Mode	No of Days
1	Phase I	Preliminary Language Training (PLT)	Online	15 Days
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### FINANCIAL DEVELOPMENT

- Your pay will be in between **INR. 15,000/- to INR. 17,000/- month. (Incl. of Basic Pay, Performance Pay and Holding Amount)** from the date of your reporting to the school for the Contract Period as per the Employment Service Agreement. The Pay will be finalized based on the Performance during Training Program (Ref. Annexure 1)
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### OUR REQUIREMENTS

- You should attend all the training sessions with 100% Attendance. Your Attendance also considered in the evaluation process of your performance during training to finalize the Salary & Location of your Job.
- You are required to sign a Contract before entering into Phase I – Professional Core Training (PCT) to work as an English language & Life Skill Trainer for at least one academic year (10 Months). After the contract period, if you desire to continue as a faculty subject to meet iNet's Performance Criteria.
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CATEGORY A			
Basic Pay (For 30 Days)	₹14,000.00/-	Holding (For 30 Days)	₹2,000.00/-
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Gross Earnings (1)	₹15,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹15,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹17,000.00/-</b>

CATEGORY B			
Basic Pay (For 30 Days)	₹13,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹14,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹14,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹16,000.00/-</b>

CATEGORY C			
Basic Pay (For 30 Days)	₹12,000.00/-	Holding (For 30 Days)	₹2,000.00/-
Performance Value (For 30 Days)*	₹1,000.00/-		
Gross Earnings (1)	₹13,000.00/-	Total (2)	₹2,000.00/-
<b>Take Home</b>	<b>₹13,000.00/-</b>	<b>Total (1) + (2)</b>	<b>₹15,000.00/-</b>

- Your category will be finalized as per your performance evaluation report at the end of Professional Development Training Program.
- The Performance Pay of ₹1000.00/- is a variable pay for each and every month based on your performance & feedback from the School (This will reflect in your Take home value too.)
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- You are required to acknowledge us by accepting this offer letter along with the following details:
  1. Your Recent Passport Size Photograph
  2. Aadhar Card Copy
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- The Appointment Order and a detailed manual containing terms and conditions will be given to you during successive completion of training.

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- Should train Language & Life skills to school children.
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- Recording the required information from client.
- Preparing the week plans, monthly plans in guidance with the syllabus given.
- Submitting Weekly report, Feedback report to the Management.
- Attending team meeting & sharing best practice with colleagues.

With Best Wishes,



**Mr Ismail Bin Haneefa,**  
Director

i2Net



To,

16<sup>th</sup> August 2024

**Mr. ARUNKUMAR P**  
33, Aachiyur Pudur,  
Dharapuram,  
Tiruppur - 638673

Dear Arun ,

With reference to your application/CV sent to us for employment and subsequent interview we are pleased to offer you the post of "TEST ENGINEER-TRAINEE" with Xilligence on, inter alia, the following terms and conditions. This offer comes with effect from 16<sup>th</sup> August 2024. Your total pay package will be Rs.16,800/- [Sixteen Thousand Eight Hundred Rupees Only] per month, your remuneration will be shown in the attached Appendix 1

#### **Duties**

You will devote all your time and give your best endeavours to diligently discharge your duties and shall not, during the period of employment with us enter into services of, or be employed in any capacity or for any purpose whatsoever by any person, firm or corporation other than Xilligence, and that you will not during the said period of your employment be engaged in any business, enterprise or undertaking other than this employment.

#### **Disclosure of employer's information**

You will be responsible for maintaining the secrecy and confidentiality of, and shall not divulge or disclose to anyone, the information or data obtained or acquired by you during your employment with the company.

#### **Probation period**

You will be on probation for a period of six months from the joining, which may be extended at the sole discretion of the management for a further period, as considered appropriate. You will continue to be on probation until specific order confirming your service has been issued to you. If an order extending you probation or confirming your service has not been issued, it will be deemed that your services has been terminated on the expiry of the probation period fixed.





### Termination of contract

During your probation period your contract can be ended by the Company or yourself by giving one month's notice in writing without assigning any reason thereof. Post probation, the contract can be ended by either the Company or yourself, by giving two months' notice.

Should you notify the company of your intent to resign and terminate your contract and give two months notice as required, the company reserves the right to end your employment at any time within the two month notice period given by you, without being liable for any compensation or additional pay other than what was earned till that point of time.

Should the company initiate the end your employment with two months notice and relieve you of your duties with less than two months remaining of the notice period, pay shall be given for the remainder of the notice period to the two month mark, absence of any termination due to cause.

Please note that the cost of training, amounting to INR 10 lakhs, will need to be reimbursed by the employee if they resign before completing 36 months of service. This amount will be prorated based on the duration of service not completed.

Should you be relieved of your duties and your employment contract be terminated for cause such as breaching the Employee Terms and Conditions agreement, misconduct, reasonable suspicion of misconduct, disloyalty to the company, the commission of any acts of moral turpitude, indiscipline, lack of effort in performing job duties, inefficiency or non-performance of job duties, the Company will not be required to offer any notice period, salary or compensation.

Note that during your notice period:

1. If, during your employment you underwent special training for an assignment or project then the company will be obliged to recover such specific training cost.
2. A proper handover and knowledge transfer must be completed to the satisfaction of all parties concerned and should be approved in writing by your team leader. You understand that a failure to comply will cause harm to the Company and as such the Company reserves the right for legal redress and financial compensation.
3. Note that should you leave the Company's employment without completing the notice period and without permission from the Company to leave, the Company will not compensate you for the remainder of the the notice period. In addition, any failure to perform your expected duties during the notice period will cause harm to the Company and as such the Company reserves the right for legal redress and financial compensation.



### **Increment, Bonuses, & Promotions**

After successful completion of your probation period, your terms of employment will be reviewed. Your growth in the organization, increments and performance bonus if any decided then, will depend on the performance, and such other factors, as the Company may deem reasonable and appropriate. Please note that any bonuses or payments will be subject to all statutory and applicable taxes.

### **Transfers**

You will be initially posted at Xilligence, Technopark, Thiruvananthapuram, Kerala. You will be obliged to work in any of the company affiliates or associates of the group companies or companies with whom the company agrees to carry out assignments situated anywhere in India or abroad as may be required by the company. In such cases appropriate compensation as applicable to the specific location, if any, will be paid to you.

### **Leaves**

You will be eligible for a total 22 leave days and 5 sick leave in a year after probation, and holidays applicable as decided by the management. At the time of probation, you will be eligible for 3 PBL. The company will have sole discretion to grant or not grant leave, in a manner that it will not affect the progress of the ongoing project which the company is associated with, or for such other reasons as it may deem fit.

### **Other terms and conditions**

Besides the foregoing and in addition thereto, always you will be governed by company rules and regulations as applicable, as may be notified and modified from time to time. The rules and regulations are subject to change at the company's discretion with due notice to the employees.

### **Submission of documents**

At the time of your joining, the following documents in original along with a photocopy of each should be submitted to Xilligence, for verification:

- Secondary School certificate and mark sheet
- Degree certificate and mark sheets
- Post – graduation degree and mark sheet (if applicable)
- Birth certificate/proof of age
- Release letter and experience certificate from your previous employer (if applicable)
- Last/Latest pay slips from your current employer
- Three photographs

At any time during your employment with the company, if you fail to satisfy conditions (a), (b) and (c) above, the company may exercise its right to terminate your employment.



# xilligence

## Applicable Law

This agreement shall be construed and governed by the laws of India & the courts of Thiruvananthapuram, Kerala.

To indicate your acceptance of this, offer please sign the original of this letter and return it to us indicating the date from which you are available. If you have any queries, please do not hesitate to contact us.

Yours Sincerely,

For Xilligence Technologies Pvt Ltd

  
Aswathy SK  
Human Resources



  
Prakash Sathayapa lan  
CTO

I, \_\_\_\_\_ confirm acceptance of the offer made and agree to the terms of employment set out in this letter.

I am available from \_\_\_\_\_

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

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



Appendix 1

COMPONENTS	ANNUAL IN INR	MONTHLY IN INR
Basic	1,00,800.00	8,400.00
DA	15,120.00	1,260.00
HRA	40,320.00	3,360.00
Conveyance	10,080.00	840.00
MEDICAL	10,080.00	840.00
LTA	10,080.00	840.00
Spl. Allowance	15,120.00	1,260.00
Gross Salary	2,01,600.00	16,800.00

In addition to the above you will be entitled to other benefits like Employer's share of Provident fund and ESI if applicable.

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

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



## CSR Activity Offer Letter - 2024

Dear Mohan Kumar. C

Congratulations you have been selected for Tap academy's CSR Activity 2024.

We are glad to inform you that you have successfully cleared the Interview Rounds and you are selected for the **CSR Batch 2024 (Free Training & Placements)**.

Training will be conducted OFFLINE from JAN - 2024

A detailed Email will be sent to your registered Email ID mentioning Date from TAP Academy.

### Benefits:

1. Advanced Industry standard course curriculum offered for FREE inclusive of study materials.
2. Guaranteed unlimited placement opportunities.

Note: This offer letter is not transferable and valid for one week from the batch announcement date which will be informed through mail.

Please fill the below details and submit while enrolling for course:

Name: Mohan Kumar. C

Email: cmohankumar905@gmail.com

Roll No: 22CA015

Mobile No: 9789313260

College: Nandha Engineering College



Rohit Ravinder  
Founder & CEO  
TAP Academy Pvt Ltd.

October 13, 2023

Candidate ID: NM0017  
Mr. Pavithran A  
pavithranpavi29112000@gmail.com

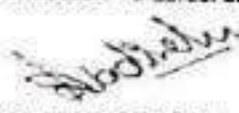
Dear Pavithran A,

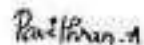
Further to our interactions with you, we are pleased to offer you a position at FACE Prep (a unit of Focus4D Career Education Private Limited known as FACE) as Teaching Assistant.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to Mr. Arun (Training Manger) or anyone whom he may depute.
3. Your date of joining will be 16<sup>th</sup> October 2023. Your base location is Coimbatore.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of Rs. 15,000/- . A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory, the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your Internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

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.



This mutual Non-disclosure Agreement (the "Agreement") is made on the date of signature hereof,

BETWEEN:

**YOGESH C** son of Chinnaiyan V residing at  
4/56S, Arasankattumedu, Agraharam (Po), Pallipalayam, Namakkal-638008  
Whose Aadhar no is: 9754 8382 6957  
Hereinafter "The Trainee"  
&  
iGen Services & Solutions Pvt. Ltd., India  
Hereinafter "The Company"

Together as "Parties"

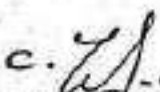
WHEREAS:

The parties wish to protect and preserve the confidential and/or proprietary nature of certain information and training materials that may be disclosed and/or made available to "the Trainee" in connection with the Temenos T24 Training (the "Training") intended to give Virtually.

1. T24 is a Proprietary product and IP (Intellectual Property) of Temenos, hence the Trainee shall hold all Proprietary Information like Training material, if any given, in strict confidence and shall not disclose those to any third party whether in writing, or in oral, graphic, electronic or any other form, that is marked or described as, identified in writing as, or provided under circumstances indicating it is, confidential or proprietary.
2. Proprietary Information includes, without limitation, (a) all materials, trade secrets, know-how, ideas, inventions, methodologies, processes, techniques, algorithms, programs (whether in source code or object code form), hardware, devices, concepts, designs, schematics, drawings, formulas, data, plans, strategies, network configurations, system architecture, flow charts, drawings, and forecasts of Discloser and its employees, consultants, investors, and affiliates, (b) technical, engineering, manufacturing, product, marketing, servicing, business, financial, operational, personnel and other information, plans and materials of Discloser and its employees, consultants, investors, and affiliates, and (c) development plans and information, product plans and/or specifications, product and business strategies, customer and potential customer information, pricing and financial matters, employee information and other business information concerning the business plans, operations and prospects of Discloser.

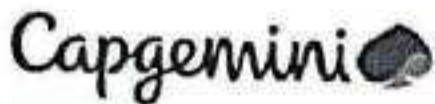
*As Trainee, I understand the seriousness and willfully interested in taking up the training for my own betterment and career progression. Also, hereby declare the Company that:*

- 1) I will do my level best with 100% attendance, to get trained in T24 with my fullest energy, complete focus & deep dedication to score high ratings in all the evaluations during the training.
- 2) I will not drop-off/quit during the training, if need to drop shall pay Rs.40,000 as compensation.
- 3) Upon selection for job, will accept the "JOB Offer". For some reasons, if rejecting the offer, will be compensating the Company with Rs.40,000 towards training fee.

  
Signature of **YOGESH C**  
Date: 15 April 2024

for iGen Services & Solutions

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



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400705, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

Superset ID: 5019790

Letter of Intent ("LOI")

June 14, 2024

Dear MAHESWARI PALANISAMY,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in Annexure 1 to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the Annexure- 2 . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("Offer") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F. Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra  
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

MAHESWARI PALANISAMY , Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Caggemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Caggemini Technology Services India Limited

Puneet Kumra  
Head - Fresher Hiring

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Caggemini Technology Services India Limited.

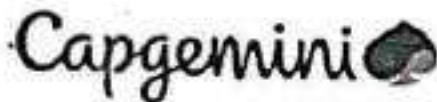
This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 5019790**

**Letter of Intent ("LOI")**

June 14, 2024

-Dear MAHESWARI PALANISAMY,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2**. Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E **Pre-onboarding training Program and Terms & Conditions of the LOI**
  1. **Pre-onboarding Document Verification:** Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

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F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

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1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

MAHESWARI PALANISAMY , Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Caggemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Caggemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Caggemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI . I will act as physical acceptance of the same.

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

7<sup>th</sup> December 2023

## Letter of Intent for Free Training and Placement under CSR Program for Batch 2024

To

**BHARATHKUMAR R**

kumarbharath9836@gmail.com

others

Nandha College of Technology

Dear Student

We are pleased to inform you that you have been selected for Free Technology Training and Placement under CSR (Corporate Social Responsibility) Program for merited students by Palle Technologies, Bangalore.

The Mode of Training will be Hybrid, The Aptitude and Analytical Skills Training will be provided online and the technology Training aligned with IT industry requirements with hands on programming with Project will be conducted offline.

The online training will be started from the January 22<sup>nd</sup> 2024 and the Offline Training will be conducted after 8<sup>th</sup> Semester Examinations at Palle Technologies Development Center at HSR Layout Bangalore.

**Online Training** Schedules will be at 6 pm from Monday to Friday.

The Starting Date for online training will be **January 22<sup>nd</sup> 2024**

**Offline training** will start from **June 3<sup>rd</sup> 2024**

The duration of the offline Technology Training Program will be 3.5 months to 4 months, with Training and Lab Sessions conducted 4 to 5 hours per day from Monday to Saturday.

Students will be evaluated on regular basis for Concepts and Coding skills and guidance will be provided on how to prepare for Interviews.

### Features of Offline Technology Training

- ✓ Student can choose any one of the below given technologies
  - Java full stack
  - Python full tack
  - Automation Testing with Python or Java, based on student's choice.
- ✓ Technology training on common modules which includes mathematical aptitude, technical aptitude, web technologies, and database MySQL/sql server.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road  
Bommanahalli, Bengaluru - 560 068

Ph : 080-41645630, email : [Info@techpalle.com](mailto:Info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

*Congrats!*

*Kumar R  
26/12/23*

*Ammi  
Hoo*



- ✓ Assignments –coding & aptitude
- ✓ System tests on regular basis
- ✓ Interview preparation on Concepts and coding Skills.
- ✓ Mock technical interview
- ✓ Mock HR interviews
  - We will schedule interviews with our esteemed clients with a packages starting from 3 LPA to 8 LPA.
  - Course Completion Certificate will be provided after the successful completion of the Technology training
  - If student do not **maintain 80% attendance** for classroom and Lab Sessions, then he/she will be dropped from the program and will not be eligible for free training and placements.
  - If student does not attend scheduled interviews by Palle Technologies, then student will be blocked from applying for openings for one month.
  - Student must clear mock interview to apply for our client companies.
  - The Validity of the CSR Free training and free Placement Program will be for **9 Months from 1<sup>st</sup> June 2024.**

**Mandatory Requirements while joining:**

- ✓ Student has to bring a photocopy of his or her X, XII mark sheets
- ✓ Student has to bring a photocopy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- ✓ Student has to bring photocopy of Aadhaarcad
- ✓ Student has to bring photocopy of college ID proof
- ✓ Student has to bring his or her pass port size photo

We look forward to welcome you on board.

With Best Wishes  
Tech Team  
PalleTechnologies  
Bangalore

**NOTE-All the clarifications or Concerns on Free Training and Placement Program under CSR will be explained on January 22<sup>nd</sup> 2024 during the first session of the Online Class.**



DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.  
Name : Gowtham S  
Address : No.12, Anna Nagar, Perundurai , Erode .

Dear Mr. Gowtham S,  
Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

Your scope of work, reporting relationships etc., will be issued to you on joining duty.

The appointment order with all terms and conditions in detail will be issued to you on joining duty. The offer is being made considering your educational qualifications, experience and compensation details furnished by you.

Please treat this as a firm offer and keep a printed copy for your reference.

Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

A handwritten signature in black ink, appearing to read 'Solomon S S'.

SOLOMON S S  
CEO/Founder





DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.  
Name : Hariharan V  
Address : No.37, Vidhya Nagar , Pollachi .

Dear Mr. Hariharan V,  
Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

Your scope of work, reporting relationships etc., will be issued to you on joining duty.

The appointment order with all terms and conditions in detail will be issued to you on joining duty. The offer is being made considering your educational qualifications, experience and compensation details furnished by you.

Please treat this as a firm offer and keep a printed copy for your reference.

Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

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SOLOMON S S  
CEO/Founder



DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.  
Name : Nandhini N  
Address : No.20, Kandan Nagar, Tirupur .

Dear Ms. Nandhini N ,  
Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

Your scope of work, reporting relationships etc., will be issued to you on joining duty.

The appointment order with all terms and conditions in detail will be issued to you on joining duty. The offer is being made considering your educational qualifications, experience and compensation details furnished by you.

Please treat this as a firm offer and keep a printed copy for your reference.

Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

A handwritten signature in black ink, appearing to read 'Solomon S S'.

SOLOMON S S  
CEO/Founder



October 13, 2023

Candidate ID: NM0018  
Mr. Abinandhan S  
abinandhanabi200@gmail.com

Dear Abinandhan S,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
4. Your internship period starts from your date of joining. During this period, you will be paid a fixed stipend of **Rs. 15,000/-**. A full time offer with a CTC of Rs. 3.06 LPA will be made based on your performance in this internship.
5. Your notice period during the internship period is 15 days. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
6. Your work timings will be a pre-agreed time slot of 8.5 hours in duration and your work days will be 6 days in a week. In case if you are required to work on a holiday due to business needs, you will be entitled for a compensatory off.
7. You will not be entitled with any earned leaves during your internship period and on successful completion of your probation you will be eligible for 2.5 earned leave per month as per the leave policy.
8. You will have to use your own laptop.
9. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued post your internship.
10. You are required to submit signed copy of this letter on date of joining. Non-submission of these documents will be treated as non-acceptance of this offer.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

A handwritten signature in black ink, appearing to read "Arumugam N Vadivelu".

**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.*

October 13, 2023

Candidate ID: NM0019  
Ms. Deepika R  
deepikar2002@gmail.com

Dear Deepika R,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
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Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

A handwritten signature in black ink, appearing to read "Arumugam N Vadivelu".

**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.*



October 13, 2023

Candidate ID: NM0020  
Mr. Harish S  
harishjaddu21@gmail.com

Dear Harish S,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
3. Your date of joining will be **16<sup>th</sup> October 2023**. Your base location is **Coimbatore**.
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Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

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**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.*

October 13, 2023

Candidate ID: NM0021  
Mr. Lokeshwaran P  
lokeshwaranp111@gmail.com

Dear Lokeshwaran P,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
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Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

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**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.*



October 13, 2023

Candidate ID: NM0022  
Ms. Presnavi R  
presnavi2002@gmail.com

Dear Presnavi R ,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
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Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

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**Arumugam N Vadivelu**  
HR Business Partner

**ACCEPTANCE OF OFFER**

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October 13, 2023

Candidate ID: NM0022  
Mr. Ramanan K  
ramanankraman12@gmail.com

Dear Ramanan K,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
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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.*



October 13, 2023

Candidate ID: NM0023  
Ms. Roobika B  
roobikarobi346@gmail.com

Dear Roobika B,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
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Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

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**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.*

October 13, 2023

Candidate ID: NM0024  
Mr. Santhosh S  
santhoshsandy2002@gmail.com

Dear Santhosh S,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus4D Career Education Private Limited known as FACE) as **Teaching Assistant**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You will report to **Mr. Arun** (Training Manger) or anyone whom he may depute.
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Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

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**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.*





DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.  
Name : Abirami M,  
Address : No.23, Ram Nagar, Kavindapadi , Erode.

Dear Ms. Abirami M,  
Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

Your scope of work, reporting relationships etc., will be issued to you on joining duty.

The appointment order with all terms and conditions in detail will be issued to you on joining duty. The offer is being made considering your educational qualifications, experience and compensation details furnished by you.

Please treat this as a firm offer and keep a printed copy for your reference.

Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

A handwritten signature in black ink, appearing to read 'Solomon S S'.

SOLOMON S S  
CEO/Founder



DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.  
Name : Dilagar G,  
Address : No.77, Gandhi nagar, Surampatti , Erode .

Dear Mr. Dilagar G,  
Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

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Please treat this as a firm offer and keep a printed copy for your reference.

Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

A handwritten signature in black ink, appearing to read 'SS' or similar initials.

SOLOMON S S  
CEO/Founder





DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.

Name : Jawahar M,

Address : No.34, Annakamatchi nagar,Pallipalayam , Namakkal .

Dear Mr. Jawahar M,

Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

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Please treat this as a firm offer and keep a printed copy for your reference.

Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

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SOLOMON S S  
CEO/Founder



DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.  
Name : Nishanth M,  
Address : No.87, kamala nagar,Karungalpalayam , Erode .

Dear Mr. Nishanth M,  
Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

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Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

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SOLOMON S S  
CEO/Founder





DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.  
Name : Raja Vignesh S,  
Address : No.04, nehru street,Chithode, Erode .

Dear Mr. Raja Vignesh S,  
Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

Your scope of work, reporting relationships etc., will be issued to you on joining duty.

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Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

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SOLOMON S S  
CEO/Founder



DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.

Name : Ramya J

Address : No.54, Nirmala nagar, Bhavani, Erode .

Dear Ms. Ramya J ,

Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

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Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

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SOLOMON S S  
CEO/Founder





DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.  
Name : Samyuktha M  
Address : No.32, Shanthi nagar,muthur, Erode .

Dear Ms. Samyuktha M,  
Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

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Once again we welcome you to the DBOTICS family and wish you a long and fruitful career with us.

For DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED,

SOLOMON S S  
CEO/Founder



DBOTICS TECHNOLOGY AND SOLUTION PRIVATE LIMITED

OFFER LETTER

Date : Apr 1, 2024.

Name : Vikas S

Address : No.21,RKV nagar ,Karungalpalayam, Erode .

Dear Mr. Vikas S,

Subject : Appointment letter for the role of Intern

Congratulations!

Further to your application for a suitable position with us and subsequent discussions we had with you, we are pleased to offer you the position of Intern in our organization.

Your place of work will be in our Product Team at our Office located at 3E, Emporio, 10th avenue, Ashok nagar, Chennai – 600 083.

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SOLOMON S S  
CEO/Founder