



Date: 15-Mar-20

Dear Aadithya Narayan Iyer,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's Intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

B. Kalpana  
PRINCIPAL  
SRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
CHENNAI - 600 073.

CSS Corp Private Limited  
CIN:U72900TN2005PTC000034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Cross, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66080000 ,www.csscorp.com

Salary Working			
Designation: Trainee - Technical Support		Grade:	JL 1 B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	7,131	85,566
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,571	18,850
<b>Total Guaranteed Compensation (TGC)</b>		<b>18,833</b>	<b>2,26,000</b>
Variable Component			
<b>Variable Performance Pay**</b>			<b>24,000</b>
<b>Gross Cost to Company (CTC)</b>			<b>2,50,000</b>
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			7,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to 60 days Basic			
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

*B. Kalpana*

**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIAKKAM, CHENNAI - 600 073.

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
 Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com



Date: 12/3/2020

Ref No:

**Performa Offer from Episource**

Dear AAFRIN FATHIMA S.J

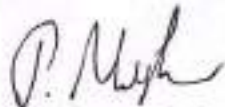
We are pleased to offer you an employment as per details given below:

- Designation Process Analyst
- Work location — Chennai
- Date of joining 16/3/2020
- You will be entitled to an all-inclusive compensation of INR 2,60,000/- only per annum.

The final letter of appointment letter will be handed over to you upon joining the service of the company.

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.

For Episource India Pvt Ltd.



**Manjula Palanisamy**  
Associate Vice President – HR

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**  
COMPUTER ROOM NO. 022

Dear Aarthi G,  
B.A – English,  
Prince Shri Venkateshwara Arts& Science College

We are pleased to inform you of our intent to offer you the position of 'Trainee – 3B2' / 'Trainee – Data Conversion' with our organization. Your annual Cost-to-Company (CTC) will be Rs. 1,66,596 p.a. The break-up of the CTC will be provided to you along with your offer letter.

You will be informed of the exact date of joining closer to the start of your employment with TNQ.

Acknowledge this mail on or before **Feb 05, 2020** to indicate your acceptance of this offer.

Please mention your preferred job location in the reply mail:-

- a) Chennai
- b) Coimbatore

We will try to take your preferences into account. However, the management reserves the right to assign you to any location based on the business requirements at the time.

We look forward to your joining us and building a successful career with TNQ. All the very best!

Feel free to write back to us for any clarifications.

**NOTE:** TNQ and preferred recruitment partners NEVER ask for 'Recruitment fees', 'Processing fees', 'Security deposits', or any other kind of money in exchange for offer letters or interview calls.

Thanks & Regards  
Human Resources  
TNQ Technologies Pvt. Ltd.  
[Linkedin](#) | [Twitter](#) | [Facebook](#)  
T : +91 44 4596 4800 | [tnq.co.in](http://tnq.co.in)

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



# BIO ANALYTICAL SERVICES

## EMPLOYMENT OFFER

RefNo: BAS/2020/CI/075

Dear **Aarthi R,**

We are pleased to offer you the position of Analyst - Bioanalysis at Bio Analytical Services. Your skills make you an excellent fit for our team, and we look forward to having you onboard.

### Job Responsibilities:

As an Analyst - Bioanalysis, your primary responsibilities will include:

- Conducting research and analysis on various biotech industry topics and companies
- Preparing reports and presentations to communicate findings to clients and internal stakeholders
- Collaborating with team members to develop strategies and recommendations based on research
- Staying up-to-date on industry trends and developments to inform research and analysis
- Maintaining accurate and organized records of research findings and data

### Joining Details:

Your starting date is 10<sup>th</sup> March 2020. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

### Code of Conduct:

As an employee of Bio Analytical Services, you will be expected to adhere to the highest standards of professionalism, integrity, and ethical conduct. You will be required to sign and abide by our Code of Conduct, which outlines our expectations for behavior and ethics.

### Salary Structure:

Your salary will be **Rs. 16,000** per month. This will be paid in accordance with our payroll schedule, and you will be eligible for any bonuses or incentives that may be offered.

### Non-Disclosure:

As an employee of Bio Analytical Services, you will have access to confidential information and trade secrets. You will be required to sign a non-disclosure agreement, which will prohibit you from disclosing any confidential information to third parties.

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
SHRIVANAM, CHENNAI - 600 072

Natesha Apartments, 1st floor no.28, Velachery Bypass Road,  
Venkateswara Nagar, Velachery, Chennai, Tamil Nadu 600042

+044 63637089

bioanalytic@gmail.com

Date: 12/3/2020

Ref No:

Performa Offer from Episource

Dear AARTH. M

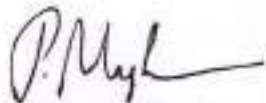
We are pleased to offer you an employment as per details given below:

- a) Designation Process Analyst
- b) Work location --- Chennai
- c) Date of joining 16/3/2020
- d) You will be entitled to an all-inclusive compensation of INR 2,60,000/- only per annum.

The final letter of appointment letter will be handed over to you upon joining the service of the company.

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.

For Episource India Pvt Ltd.



**Manjula Palanisamy**  
Associate Vice President - HR

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

●●● Episource India Pvt. Ltd | [www.episource.com](http://www.episource.com) | CIN - U72900TN2004PTC053347

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, S.A. Puram, Chennai - 600 028.

Corporate Office  
2nd Floor, Prince Info City II,  
No. 141, Rajiv Gandhi Salai (OMR),  
Kandanchavadi, Chennai - 600 076.  
Ph: +91 44 4910 1614

Mumbai Office  
5th Floor, E Wing, Corporate Avenue  
[Atul Projects], Opp. Solitaire Corporate Park,  
Chokkila, Andheri-Ghatkopar Link Road,  
Andheri East, Mumbai - 400 073.

Vijayawada Office  
Door No. 54-15-5A, 3rd Floor  
Lakshmi Avenue,  
Srinivasa Nagar Bank Colony,  
Ring Road, Vijayawada - 520 008.



# BIO ANALYTICAL SERVICES

## EMPLOYMENT OFFER

Ref No: BAS/2020/CI/074

Dear Aarthi S,

We are pleased to offer you the position of Analyst - Bioanalysis at Bio Analytical Services. Your skills make you an excellent fit for our team, and we look forward to having you onboard.

### Job Responsibilities:

As an Analyst - Bioanalysis, your primary responsibilities will include:

- Conducting research and analysis on various biotech industry topics and companies
- Preparing reports and presentations to communicate findings to clients and internal stakeholders
- Collaborating with team members to develop strategies and recommendations based on research
- Staying up-to-date on industry trends and developments to inform research and analysis
- Maintaining accurate and organized records of research findings and data

### Joining Details:

Your starting date is 10<sup>th</sup> March 2020. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

### Code of Conduct:

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As an employee of Bio Analytical Services, you will have access to confidential information and trade secrets. You will be required to sign a non-disclosure agreement, which will prohibit you from disclosing any confidential information to third parties.

Natesha Apartments, 1st floor no.28, Velachery Bypass Road,  
Venkateswara Nagar, Velachery, Chennai, Tamil Nadu 600042

+044 63637089

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWALYAKKAM, CHENNAI 600093.

# BIO ANALYTICAL SERVICES

## Termination Period:

We believe in building long-term relationships with our employees, but we also recognize that circumstances can change. If you decide to resign from your position, we request a termination notice of 3 months before your last working day. Similarly, if we need to terminate your employment for any reason, we will provide you with 3 months' notice.

## Tax Advice:

We recommend that you consult with a tax advisor regarding your salary and any benefits that you may receive from Bio Analytical Services. We do not provide tax advice, and you are solely responsible for paying any taxes that may be owed.

## Submitting Documents:

Please submit the following documents to HR Department before your start date:

- Signed copy of the offer letter
- Copies of Educational Certificates
- Passport Photographs
- Copies of Aadhar Card and Pan card
- Medical fitness Certificate including Blood Group details.

We are excited to have you join our team and look forward to working with you.

Sincerely,



**Priyanka**  
Head - HR

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.





netrocon digital

March 03, 2020

Aathikani C

1/126B, Salai street,  
Sadras, Kalpakkam 603102,

Dear Aathikani,

**Sub: Offer for the post of Business Development Associate**

Further to your application and subsequent discussions between us, we are pleased to offer you the position of **Business Development Associate**.

You will be eligible for a salary of **Rs. 1,90,000/-** per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on **6<sup>th</sup> May 2020**.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
  - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
  - Copy of Passport, Driving License, PAN card & Aadhar card.
  - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

Thanking you,

Yours truly,

For Netrocon Digital,

Shirley Vincent.  
Director

Accepted

Date of Joining: 06/05/2020

Aathikani C

B. Kalpana  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

# Cognizant

Superset ID: 1696480

Jan 20, 2021

Dear Abarna R,

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 are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

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

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

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

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.





## Offer Mail - NextGen Trainee

1 message

Yogesh Raman <yogesh.r@ciglobalsolutions.com> To:  
abishek45@gmail.com

Fri, 6 Jun 2020 at 1:51 pm

Dear Abishek S,

We are pleased to extend to you an offer of employment as a NextGen Trainee with CI Global Technologies. Your total CTC will be INR 3,02,560 (Rupees Three Lakhs Two Thousand Five Hundred and Sixty Only) per annum (subject to deduction of the statutory liabilities, if any). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for. Your date of joining would be 7<sup>th</sup> July 2022 (Thursday).

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check, and appropriate identification verification) being conducted by either CI or an appropriate third party, and the results of such background checks being favorable in CI's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by CI. If the terms and conditions are acceptable to you, kindly send us an acceptance mail at the earliest to confirm the date of joining.

At CI, we are greatly excited about the challenging and rewarding work environment. You will be an important part of a culture that is driven to improve and outperform.

We welcome you to join us in this exciting journey.

Thanks,  
Yogesh Raman  
Human Resource

### CI Global Technologies

Plot - T1-A, Seventh Street, V.S.I Estate - Phase II  
Thiruvanimiyur, Chennai 600 041 India



Mobile: +91 99402 41533

Ph: +91 44 4864 6685

www.ciglobalsolutions.com

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



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# BIG TREE BIOTECH

No.2nd Street, Govindaraj Alamelu, Vivekananda Nagar,  
Lakshmi Ammal Nagar, Korattur, Chennai, Tamil Nadu 600076

+044 27274200

bigtreebt@gmail.com

## LETTER OF APPOINTMENT

12-Mar-2020

**Ms. Abila A**

Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear **Abila A**,

We are pleased to offer you the position of Clinical Technician at Big tree Biotech. This position reports directly to the Mr. Amarnath Sateesh, Clinical Manager and will be based at our Chennai facility. We believe that your skills, experience, and education make you a valuable addition to our team.

Your starting salary will be **1,14,000** Lakhs per year. You will be eligible for a review of your compensation after 6 months of employment. The review will be based on your performance and contribution to the company.

Your employment will begin on **09<sup>th</sup> June 2020**. You will be expected to work 40 hours per week. Your work schedule will be 10.00 AM to 6.00 PM.

As a Clinical Technician, You will be required to maintain a high level of accuracy, work independently, and maintain confidentiality at all times. Big tree Biotech offers a comprehensive benefits package, including health insurance, dental insurance, vision insurance, and savings plan. Details of the benefits package will be provided upon commencement of employment.

As a condition of employment, you will be required to sign an Employee Confidentiality and Non-Disclosure Agreement. The agreement states that you will not disclose any confidential information about Big tree Biotech or its clients or customers to any third party.

Please review this offer letter carefully. If you are accepting this position, please sign and return the letter by **20<sup>th</sup> March 2020**.

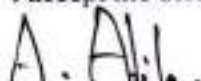
We look forward to having you join our team!

Sincerely,



Manager

I accept the offer of employment as described in this letter.

  
[Abila A]

Date: 12-3-20



PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI - 600 673.



10-Mar-2020

S.Abirami

Prince Shri Venkateshwara Arts & Science College

Dear S.Abirami,

We are pleased to offer you the position of Junior Software Developer at Samtech Solutions. This letter outlines the terms and conditions of your employment with our company.

**1. Start Date and Employment Status:**

Your start date will be **08-June-2020** and your employment status will be full-time, exempt.

**2. Compensation:** Your starting salary will be 2,24,000 per year, paid on a monthly basis. You will also be eligible for an annual performance-based bonus, to be determined by the company.

**3. Benefits:**

We offer a comprehensive benefits package, including:

Medical, dental, and vision insurance

Paid time off (PTO) and holidays.

Flexible spending accounts (FSAs)

Employee assistance program (EAP)

All benefits are subject to the terms and conditions of the plan documents.

**4. Job Duties and Responsibilities:**

As a Junior Software Developer, your duties and responsibilities will include, but not be limited to:

Developing and maintaining web applications and websites

Collaborating with designers and other developers to create user-friendly, responsive web experiences

Writing clean, efficient, and well-documented code

Debugging and troubleshooting issues with web applications

Participating in code reviews and contributing to team standards and best practices

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: [Indiasamsolutions@hotmail.com](mailto:Indiasamsolutions@hotmail.com)

# SAMTECH SOLUTIONS

## 5. Confidentiality and Non-Disclosure:

As an employee of Samtech Solutions, you will have access to confidential and proprietary information. You will be required to sign a confidentiality and non-disclosure agreement, which will prohibit you from disclosing any confidential or proprietary information without the company's prior written consent.

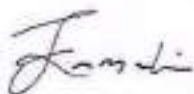
## 6. Termination:

Your employment maybe terminated by either party, without reasons, by giving the other in writing no less than 90 days' prior notice. The Company reserves the right to pay or recover salary in lieu of notice period at the sole discretion of the Company. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

Please let us know if you have any questions or concerns regarding the terms and conditions outlined in this letter. If you accept this offer, please sign, and return a copy of this letter to our HR department.

We look forward to having you join our team.

Sincerely,



**Kannaki S**

**Manager – Human resources  
Samtech Solutions**

Agreed and Accepted by

**S.Abirami**

RECEIVED  
2014/10/13 11:58 AM  
GOWRIVAKKAM, CHENNAI - 600 073.

F2,GiriApartments,BehindIOB,Virugambakkam,  
Chennai-600092,TamilNadu,  
E-mail:Indiasamsolutions@hotmail.com

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.





## Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Ms. Abirami T  
Chennai

Subject: Offer of Employment

Dear Abirami T,

With reference to your application and the subsequent sessions you had with us, we are pleased to offer you the position of "Operation Executive" with Madurai Sai Engineering Company Pvt Ltd. We strongly believe that you would be a great addition to our company and will help us reach greater heights.

You would be eligible for an annual CTC of Rs. 1,90,000 (Rupees One Lakh Ninety Thousand Only). Apart from the CTC, you are also entitled Rs. 5000 per annum as certification reimbursement and Rs. 6000 per annum towards health cover for you and your dependents.

You are also eligible for a one-time "Retention Bonus" of Rs 75,000 upon successful completion of Two Years continuous service with us, subject to statutory deductions, as applicable.

Your appointment letter, along with details of your responsibilities will be handed over to you on the date of joining. Please note that the details of your salary are strictly private and confidential and should not be disclosed to others.

As discussed, and agreed upon, we look forward to you joining us latest by 01st June 2020. On the date of joining, kindly furnish the originals and a photocopy of the documents mentioned in Annexure B.

We are excited about your joining us and look forward to a long and mutually beneficial association with you.

For Madurai Sai Engineering Company Pvt Ltd

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077



## Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Mr. Adithya M  
Chennai

Subject: Offer of Employment

Dear Adithya M,

With reference to your application and the subsequent sessions you had with us, we are pleased to offer you the position of "Operation Executive" with Madurai Sai Engineering Company Pvt Ltd. We strongly believe that you would be a great addition to our company and will help us reach greater heights.

You would be eligible for an annual CTC of Rs. **1,90,000** (Rupees One Lakh Ninety Thousand Only). Apart from the CTC, you are also entitled Rs. 5000 per annum as certification reimbursement and Rs. 6000 per annum towards health cover for you and your dependents.

You are also eligible for a one-time "Retention Bonus" of Rs 75,000 upon successful completion of Two Years continuous service with us, subject to statutory deductions, as applicable.

Your appointment letter, along with details of your responsibilities will be handed over to you on the date of joining. Please note that the details of your salary are strictly private and confidential and should not be disclosed to others.

As discussed, and agreed upon, we look forward to you joining us latest by 01st June 2020. On the date of joining, kindly furnish the originals and a photocopy of the documents mentioned in Annexure B.

We are excited about your joining us and look forward to a long and mutually beneficial association with you.

For Madurai Sai Engineering Company Pvt Ltd

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI 600 073.





GSTIN : 33AABCF2938E1Z0  
PAN : AABCF2938E

## FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & Corporate Office : # 20/41, 1st Avenue Defence Officers Colony, Ekkattuhangal, Chennai - 600 032.  
E-mail : chennai@firstman.co.in Website : www.firstman.co.in  
☎ 044 - 2234 0036 / 2234 0048

### FIXED TERM APPOINTMENT LETTER

Ref No: FMS/IIT/APPLTR/2019-20/0309/54

Date: 04-Feb-2020

To

Mr. AFRAH SULAIHA SHARINE A  
CHENNAI

Dear Mr. AFRAH SULAIHA SHARINE A,

It is our pleasure to appoint you as "Junior Executive" in Firstman Management services (P) Limited, in Project Stream or in any such capacity as the management shall from time to time determine. Your fixed term engagement period would be from 20-Jun-2020 to 30-May-2021.

During your employment you will be paid a Consolidated Pay of Rs.15830/- (Rupees Fifteen Thousand Eight Hundred and Thirty Only).

You will be working with us on this project for the said tenure on the following terms & conditions.

#### 1. APPOINTMENT

- During the above mentioned period you will be required to render service with our client IIT Madras as per their requirement at their project sites in India.
- You will be liable to be transferred in such capacity as "Junior Executive" may from time to time determine to any other location, department, function or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- Deduction of Income Tax, Professional tax & other statutory deduction shall be made as per the requirements.
- We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, as may be decided by client keeping in view business needs and deliverables to customers.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Page 1 of 5



GSTIN : 33AABCF2938E1Z0  
PAN : AABCF2938E

## FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & Corporate Office: # 20/41, 1st Avenue Dalance Officers Colony, Ekkatuthangal, Chennai - 600 032.

E-mail : chennai@firstman.co.in

Website : www.firstman.co.in

☎ 044 - 2234 0036 / 2234 0040

### 2. CLAUSES:

The employer hereby prohibit the employee from engaging any sexual harassment at client's workplace and the employee premises to refrain from any form of sexual harassment during the course of employment in any around the premises of employment. If the employee violates the term mentioned in the agreement, he/she shall be fully responsible for his/her actions and the employer/client shall not be held responsible for any illegal acts committed at the discretion of the employee. If the employee's gross misconduct resulting in material damage/loss of property or equipment or any tangible / intangible items/ assets etc., will be dealt severely and employee solely responsible for damage or loss.

The Employee agrees to assign to the Employer all present and future right, title, and interest to all intellectual property ("Intellectual Property") created or discovered during the course of their employment. Intellectual Property includes, but is not limited to, algorithms, code, concepts, developments, designs, discoveries, ideas, formulas, improvements, inventions, processes, software, trademarks, and trade secrets. Intellectual Property also includes the tangible embodiments (e.g. - drawings, notes) of any intangible items. The Employee agrees to cooperate with the Employer to do whatever is reasonably necessary to obtain the patents and copyrights required to secure the Employer's ownership rights in the Intellectual Property.

The Employee will cooperate with the Employer during the course of their employment as well as after termination of this Agreement.

Upon termination of this Agreement, the Employee agrees to immediately return all tangible embodiments of the Intellectual Property, including but not limited to data, drawings, documents, and notes developed during the course of their employment. The Employee will not make copies or attempt to recreate the tangible embodiments.

WISH YOU ALL THE BEST!!!

For Firstman Management Services (P) Limited

Authorized Signatory

I agree that I have read, understand, and accept employment with M/s. Firstman Management Services Pvt. Ltd. under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Name: Mr. AFRAH SULAIHA SHARINE A

Date: 19/6/20

Signature

Page 5 of 5

Regional Office : # 15/36, First Main Road, Ramalinga Nagar, Waralpur, Tichy - 600 003.

# 23D, Jawahar Colony, Sankipuram, Secunderabad - 500 094.

# 5, Ayyappa Temple Street, Subbannaipalayam, M.D. Nagar Post, Banaswadi Main Road, Bangalore - 560 033.

# 312, Mesthianmal Layout, Shivajinagar Colony, Tirubad, Coimbatore - 641 012.

**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.





Date:10-Dec-20

Ref No: RRF-4253

Mr. Ahobilan L  
Chennai,Tamilnadu

Dear Ahobilan L,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

- Gross Cost to Company:** The position includes a gross CTC of Rs.182000/- (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
- Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs.158000/- (Rupees One Lakh Fifty Eight Thousand Only).
- Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. 24000/- (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's Intranet and get familiar with all the applicable policies and processes of the company.
- Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
- Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
- Location:** Your initial place of work will be Chennai. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

CSS Corp Private Limited

CEN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup>, 8,10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 56768000 ,www.csscorp.com

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.

**FIRSTMAN MANAGEMENT SERVICES PVT LTD**

Registered &amp; Corporate Office : # 20/41, 1st Avenue Defence Officers Colony, Ekkatuthangal, Chennai - 600 032.

E-mail : chennai@firstman.co.in Website : www.firstman.co.in

☎ 044 - 2234 0036 / 2234 0046

**FIXED TERM APPOINTMENT LETTER**

Ref No: FMS/IIT/APPLTR/2019-20/0205/15

Date: 10-Jan-2020

To

Ms. Aishwarya B  
CHENNAI

Dear Ms. AISHWARYA,

It is our pleasure to appoint you as "**Junior Executive**" in Firstman Management services (P) Limited, in Project Stream or in any such capacity as the management shall from time to time determine. Your fixed term engagement period would be from **20-Jun-2020 to 30-May-2021**.

During your employment you will be paid a Consolidated Pay of **Rs.15830/- (Rupees Fifteen Thousand Eight Hundred and Thirty Only)**.

You will be working with us on this project for the said tenure on the following terms & conditions.

**1. APPOINTMENT**

- a. During the above mentioned period you will be required to render service with our client IIT Madras as per their requirement at their project sites in India.
- b. You will be liable to be transferred in such capacity as "**Junior Executive**" may from time to time determine to any other location, department, function or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- c. Deduction of Income Tax, Professional tax & other statutory deduction shall be made as per the requirements.
- d. We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, as may be decided by client keeping **Business needs and deliverables** to customers.

**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.



Dear Ashwarya A,  
B.A – English,  
Prince Shri Venkateshwara Arts& Science College

We are pleased to inform you of our intent to offer you the position of 'Trainee – 3B2' / 'Trainee – Data Conversion' with our organization. Your annual Cost-to-Company (CTC) will be Rs. 1,66,596 p.a. The break-up of the CTC will be provided to you along with your offer letter.

You will be informed of the exact date of joining closer to the start of your employment with TNQ.

Acknowledge this mail on or before **Feb 05, 2020** to indicate your acceptance of this offer.

Please mention your preferred job location in the reply mail:-

- a) Chennai
- b) Coimbatore

We will try to take your preferences into account. However, the management reserves the right to assign you to any location based on the business requirements at the time.

We look forward to your joining us and building a successful career with TNQ. All the very best!

Feel free to write back to us for any clarifications.

**NOTE:** TNQ and preferred recruitment partners NEVER ask for 'recruitment fees', 'Processing fees', 'Security deposits', or any other kind of money in exchange for offer letters or interview calls.

Thanks & Regards  
Human Resources  
TNQ Technologies Pvt. Ltd.  
[LinkedIn](#) | [Twitter](#) | [Facebook](#)  
T : +91 44 4596 4800 | [tnq.co.in](http://tnq.co.in)

*B. Kalpave*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



Date:10-Dec-20

Ref No: RRF-4265

Ms. Aswini G  
Chennai,Tamilnadu

Dear Aswini G,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs.182000/- (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation:** Your Annual Guaranteed Compensation will be Rs.158000/- (Rupees One Lakh Fifty Eight Thousand Only).
3. **Annual Variable Compensation:** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. 24000/- (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's Intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits:** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai.Tel:91 44 66768000 ,www.csscorp.com

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GUWRIVAKKAM, CHENNAI - 600 073.





netrocon digital

March 03, 2020

**Aishwarya J**  
No:2 Swamimalai nagar,  
Ambedkar street,  
Old Pallavaram, Chennai-600117.

Dear Aishwarya,

**Sub: Offer for the post of Business Development Associate**

Further to your application and subsequent discussions between us, we are pleased to offer you the position of **Business Development Associate**.

You will be eligible for a salary of **Rs. 1,90,000/-** per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on **6<sup>th</sup> May 2020**.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
  - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
  - Copy of Passport, Driving License, PAN card & Aadhar card.
  - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

Thanking you,

Yours truly,

For Netrocon Digital,

Accepted  
Date of Joining: 6/5/2020

**Shirley Vincent.**  
Director

*Aishwarya J*  
Aishwarya J

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

10-Mar-2020

M.Aishwarya

Prince Shri Venkateshwara Arts & Science College

Dear M.Aishwarya,

We are pleased to offer you the position of Junior Software Developer at Samtech Solutions. This letter outlines the terms and conditions of your employment with our company.

**1. Start Date and Employment Status:**

Your start date will be **08-June-2020** and your employment status will be full-time, exempt.

**2. Compensation:** Your starting salary will be 2,24,000 per year, paid on a monthly basis. You will also be eligible for an annual performance-based bonus, to be determined by the company.

**3. Benefits:**

We offer a comprehensive benefits package, including:

Medical, dental, and vision insurance

Paid time off (PTO) and holidays.

Flexible spending accounts (FSAs)

Employee assistance program (EAP)

All benefits are subject to the terms and conditions of the plan documents.

**4. Job Duties and Responsibilities:**

As a Junior Software Developer, your duties and responsibilities will include, but not be limited to:

Developing and maintaining web applications and websites

Collaborating with designers and other developers to create user-friendly, responsive web experiences

Writing clean, efficient, and well-documented code

Debugging and troubleshooting issues with web applications

Participating in code reviews and contributing to team standards and best practices

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077

F2, Giri Apartments, Behind IOB, Velugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: [Indiasamsolutions@hotmail.com](mailto:Indiasamsolutions@hotmail.com)



# SAMTECH SOLUTIONS

## 5. Confidentiality and Non-Disclosure:

As an employee of Samtech Solutions, you will have access to confidential and proprietary information. You will be required to sign a confidentiality and non-disclosure agreement, which will prohibit you from disclosing any confidential or proprietary information without the company's prior written consent.

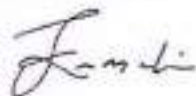
## 6. Termination:

Your employment maybe terminated by either party, without reasons, by giving the other in writing no less than 90 days' prior notice. The Company reserves the right to pay or recover salary in lieu of notice period at the sole discretion of the Company. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

Please let us know if you have any questions or concerns regarding the terms and conditions outlined in this letter. If you accept this offer, please sign, and return a copy of this letter to our HR department.

We look forward to having you join our team.

Sincerely,



**Kannaki S**

**Manager – Human resources  
Samtech Solutions**

Agreed and Accepted by

**M.Aishwarya**

**B. Kalpana**  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 078.

# New Tech Industries

14<sup>th</sup> February 2020

## LETTER OF OFFER

V.Aishwarya  
Chennai

Dear V.Aishwarya,

With great pleasure, we would like to offer you the post of **Financial Analyst** on behalf of New Tech Industries.

Your performance during the campus interview on 7<sup>th</sup> February 2020 was quite impressive, and we would very much like to have you as part of our highly efficient team.

Your job responsibilities shall include collecting information about requirements and exact specifications of the items to be tested.

You must completely understand the parameters that must be fulfilled for a product to be of desired quality. You shall create detailed testing strategies and plans in order to guide your team. You shall collaborate with developers and product managers to identify requirements.

You shall keep meticulous records of all products tested by you, the methods involved, and the results obtained in each case.

You shall have to track bugs and resolve them within the stipulated timeline. You must also monitor the debugging process. You must check the causes of the non-performance of product and communicate the same to the concerned team.

Your salary at this job shall initially be INR 1,90,860. It shall be subject to revision from time to time based on your performance at your job. You shall also be eligible for mobile bill reimbursement and health insurance for yourself and your family.

The tentative Joining date will be 4<sup>th</sup> May 2020. A detailed appointment order will be issued at the time of joining. Please notify your acceptance through email on or before 28<sup>th</sup> February 2020.

We look forward to working with you.

Yours sincerely,

  
General Manager

157/2, Kadambur Main Road, Gudalur Village,  
Near Gudalur Elementary School,  
Maraimalai Nagar, Chennai - 603 209.  
94458 08801

  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 606 073.





Date:10-Dec-20

Ref No: RRF-4256

Mr. Akash M  
Chennai,Tamilnadu

Dear Akash M,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

- 1. Gross Cost to Company:** The position includes a gross CTC of Rs.182000/- (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
- 2. Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs.158000/- (Rupees One Lakh Fifty Eight Thousand Only).
- 3. Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. 24000/- (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's Intranet and get familiar with all the applicable policies and processes of the company.
- 4. Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
- 5. Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
- 6. Location:** Your initial place of work will be Chennai. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tcd:91 44 66768000 ,www.csscorp.com

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



Date:10-Dec-20

Ref No: RRF-4257

Ms. Aiswarya R  
Chennai,Tamilnadu

Dear Aiswarya R,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs.182000/- (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs.158000/- (Rupees One Lakh Fifty Eight Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. 24000/- (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be Chennai. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

CSS Corp Private Limited

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Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 60768000 ,www.csscorp.com

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.



05<sup>th</sup> Oct'2020

Sub: Offer Letter

Dear Mr.Akash,

We are pleased to offer you the position of "Junior Copywriter" at One MG, Chennai.

Your Cost to Company (CTC) will be Rs. 18,000/- (Rupees Eighteen Thousand only) per month for the first three months. Post completion of three months, it will be revised to Rs. 20,000/- (Rupees Twenty Thousand Only) per month, solely based on your performance. The monthly payout would be as per the Annexure 1

Monthly take home salary will however be calculated post TDS deduction, if applicable for your salary bracket based on the government regulations. A TDS certificate will be provided at the end of every financial year. TDS deducted will be based on the choice of tax regime declaration provided by you. Please refer to the salary breakup attached as Annexure 1.

All salary reviews are performance based & will happen annually. Performance would be measured, based on One MG's performance Evaluation process. Please refer to the performance evaluation form attached as Annexure 2.

**A. Key Responsibilities**

1. Ideate with creative team to create new, innovative concepts for our existing clients and in pitches and other sales pursuits.
2. Writing Copy to create compelling brand stories across projects involving brand identity design, Advertising campaigns on print, television and digital, Collateral design like brochures, websites etc.
3. Proactively partner with other visual designers, web developers, copy writers, account executives, and other team members for effective execution of ideas.
4. Estimate with project managers and client executives, schedules, roadmaps, and other operational details to successfully track and drive projects. You'll be expected to deliver quality work on time.
5. Up-skill to drive success through proactive strategic thinking and ideas execution across digital channels for our clients

**B. Work Schedule**

1. Your work shift is minimum 10 hours per day from 10 AM – 08:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day. A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at-least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

**C. Leave Policy**

1. You are entitled to one paid leave in a month, on permission basis, post completion of three months.
2. In-case the paid leave is not availed in the respective month, it will get carried over up-to 12 months.
3. Un-availed paid leave's will be compensated at the end of 12 months.
4. All other government and public holidays are provided based on the standard holiday calendar at One MG. The same will be e-mailed to you post completion of induction.

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
CHENNAI-600 077

Office  
21 North Bay Road,  
Mandira Apartments,  
Chennai-17

Phone  
+91 98 40 2200 51  
6460 491 2200 51

CTC  
4701 Divya Shiksha Road,  
Suite 076, Namahang,  
Rs 37769

Website  
www.onemg.com  
facebook.com/onemg  
linkedin.com/company/one-mg

b) Participate in the solicitation of any employee of the Company to terminate his employment with the Company or to directly or indirectly participate in the solicitation of work on any account of the Company on which you worked, supervised, or participated in soliciting at any time during the one-year period prior to the date of termination of your agreement.

- H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof."
- I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

One MG looks for a long-term association with all its employees & we expect the same from you. Again, congratulations and welcome to the One MG family.

Annexure 1  
Salary Break up for Mr. Akash

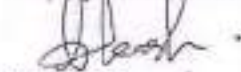
#	Description	Salary (First 3 months)	Salary (Month 4 – 12)
1	Basic Salary	9,000	10,000
2	Housing Rental Allowance	4,500	5,000
3	Travel Allowance	1,600	1,600
4	Other Allowances (Medical, Special Allowances)	2,900	3,400
	<b>Total (per month)</b>	<b>18,000</b>	<b>20,000</b>
	TDS deduction as applicable		

Note: TDS calculation are based on the government regulations for FY 2020 – 21 and based on the choice of the tax regime. A declaration indicating your choice of tax regime needs to be provided. Final TDS computation after completion of the induction formalities.

Yours sincerely  
For One MG  
Nishant Rastogi

Director of Possibilities

Employment offer accepted;



Mr. Akash

Date of Acceptance: 22/6/21

Date of Joining: 23<sup>rd</sup> June '2021



05<sup>th</sup> Oct'2020

Sub: Offer Letter

Dear Ms. Akila,

We are pleased to offer you the position of "Junior Copywriter" at One MG, Chennai.

Your Cost to Company (CTC) will be **Rs. 18,000/-** (Rupees Eighteen Thousand only) per month for the first three months. Post completion of three months, it will be revised to **Rs. 20,000/-** (Rupees Twenty Thousand Only) per month, **solely based on your performance**. The monthly payout would be as per the Annexure 1

Monthly take home salary will however be calculated post TDS deduction, if applicable for your salary bracket based on the government regulations. A TDS certificate will be provided at the end of every financial year. TDS deducted will be based on the choice of tax regime declaration provided by you. Please refer to the salary breakup attached as Annexure 1.

All salary reviews are performance based & will happen annually. Performance would be measured, based on One MG's performance Evaluation process. Please refer to the performance evaluation form attached as Annexure 2.

**A. Key Responsibilities**

1. Ideate with creative team to create new, innovative concepts for our existing clients and in pitches and other sales pursuits.
2. Writing Copy to create compelling brand stories across projects involving brand identity design, Advertising campaigns on print, television and digital, Collateral design like brochures, websites etc.
3. Proactively partner with other visual designers, web developers, copy writers, account executives, and other team members for effective execution of ideas.
4. Estimate with project managers and client executives, schedules, roadmaps, and other operational details to successfully track and drive projects. You'll be expected to deliver quality work on time.
5. Up-skill to drive success through proactive strategic thinking and ideas execution across digital channels for our clients

**B. Work Schedule**

1. Your work shift is minimum 10 hours per day from 10 AM – 08:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day: A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at-least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

**C. Leave Policy**

1. You are entitled to one paid leave in a month, on permission basis, post completion of three months.
2. In-case the paid leave is not availed in the respective month, it will get carried over up-to 12 months.
3. Un-availed paid leave's will be compensated at the end of 12 months.
4. All other government and public holidays are provided based on the standard holiday calendar at One MG. The same will be e-mailed to you post completion of induction.

Address:  
23, North Beach Road,  
Mandira Apartments,  
Chennai-17

Phone No:  
98433 52344

Office:  
4701 Devanarayana Road,  
Sura 106, Marudurai,  
P4 17X05

*B. Kalpana*  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

b) Participate in the solicitation of any employee of the Company to terminate his employment with the Company or to directly or indirectly participate in the solicitation of work on any account of the Company on which you worked, supervised, or participated in soliciting at any time during the one-year period prior to the date of termination of your agreement.

- H. Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof."
- I. Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

One MG looks for a long-term association with all its employees & we expect the same from you. Again, congratulations and welcome to the One MG family.

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Salary Break up for Ms. Akila

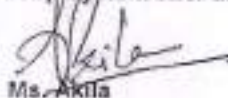
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	<b>Total (per month)</b>	<b>18,000</b>	<b>20,000</b>
	TDS deduction as applicable		

Note: TDS calculation are based on the government regulations for FY 2020 – 21 and based on the choice of the tax regime. A declaration indicating your choice of tax regime needs to be provided. Final TDS computation after completion of the induction formalities.

Yours sincerely  
For One MG  
**Nishant Rastogi**

Director of Possibilities

Employment offer accepted;

  
Ms. Akila

Date of Acceptance: 22/06/21

Date of Joining: 23<sup>rd</sup> June 2021

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWAR**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVANKAM, CHENNAI - 600 073.



Dear Akilandeshwari D,  
B.A – English,  
Prince Shri Venkateshwara Arts& Science College

We are pleased to inform you of our intent to offer you the position of 'Trainee – 3B2' / 'Trainee – Data Conversion' with our organization. Your annual Cost-to-Company (CTC) will be Rs. 1,66,596 p.a. The break-up of the CTC will be provided to you along with your offer letter.

You will be informed of the exact date of joining closer to the start of your employment with TNQ.

Acknowledge this mail on or before **Feb 05, 2020** to indicate your acceptance of this offer.

Please mention your preferred job location in the reply mail:-

- a) Chennai
- b) Coimbatore

We will try to take your preferences into account. However, the management reserves the right to assign you to any location based on the business requirements at the time.

We look forward to your joining us and building a successful career with TNQ. All the very best!

Feel free to write back to us for any clarifications.

**NOTE:** TNQ and preferred recruitment partners NEVER ask for 'Recruitment fees', 'Processing fees', 'Security deposits', or any other kind of money in exchange for offer letters or interview calls.

Thanks & Regards  
Human Resources  
TNQ Technologies Pvt. Ltd.  
[LinkedIn](#) | [Twitter](#) | [Facebook](#)  
T : +91 44 4596 4800 | [tnq.co.in](http://tnq.co.in)

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

# I TECH ELECTRONICS

No.41, Kumar Nagar East, Tirupur - 641 603. ☎ 0421- 432 4110

February 4, 2020

## OFFER LETTER

Dear **Akshaya M,**

Congratulations! We are glad to offer you the position of Associate Product Developer at our Chennai office in relation to your interview. Also, you must finish your PCB Design certification within three months of joining our team.

Unless otherwise agreed to in writing, we would want you to join our company in the month of May 2020, failing which the offer would be worthless. We would let you know 15 days before your date of joining. Upon joining, you will receive a thorough appointment letter.

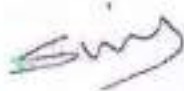
Your Compensation will be **2,50,000** per year, and you will be eligible for Health Insurance up to 2,00,000. You will also be entitled to 24 days of paid time off, which you can use at your discretion.

Your key responsibilities will include:

- Developing new products and improving existing products
- Conducting market research to identify customer needs and trends
- Collaborating with designers and other team members to ensure that products are aesthetically pleasing and meet customer needs
- Conducting product tests and trials to ensure that products are of the highest quality

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter no later than 15<sup>th</sup> February 2020 post which the offer stands null & void. We count on you to take I Tech Electronics to greater heights. Wish you the very best!

Best Regards,



Suraj M  
HR Executive

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.





HR Ref No: VDARTOL265721

Sept 14, 2020

Dear Akshaya,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **Sept 22, 2020**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

MohanaSundaram  
Assistant General Manager - HR

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.

## Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

Salary Components	Monthly	Annual
Basic	7143	
HRA	2857	
<b>Total Gross Salary (A)</b>	<b>10000</b>	<b>120000</b>
EPF	857	
ESIC	325	
Gratuity	344	
<b>Part - (B)</b>	<b>1526</b>	<b>18312</b>
<b>Monthly CTC (A+B)</b>	<b>11526</b>	
Leave Encashment (C)		2857
<b>Annual CTC (A+B+C)</b>		<b>141169</b>

\* PT will be deducted once in six months

\* Deductions may vary subject to change in statutory rules

### List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (if previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10<sup>th</sup>/12<sup>th</sup>/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

Handwritten text and stamp, partially illegible.

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIVAKKAM, CHENNAI - 600 073.



# I TECH ELECTRONICS

No.41, Kumar Nagar East, Tirupur - 641 603. ☎ : 0421- 432 4110

February 4, 2020

## OFFER LETTER

Dear **Akshaya S,**

Congratulations! We are glad to offer you the position of Associate Product Developer at our Chennai office in relation to your interview. Also, you must finish your PCB Design certification within three months of joining our team.

Unless otherwise agreed to in writing, we would want you to join our company in the month of May 2020, failing which the offer would be worthless. We would let you know 15 days before your date of joining. Upon joining, you will receive a thorough appointment letter.

Your Compensation will be **2,50,000** per year, and you will be eligible for Health Insurance up to 2,00,000. You will also be entitled to 24 days of paid time off, which you can use at your discretion.

Your key responsibilities will include:

- Developing new products and improving existing products
- Conducting market research to identify customer needs and trends
- Collaborating with designers and other team members to ensure that products are aesthetically pleasing and meet customer needs
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Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter no later than 15<sup>th</sup> February 2020 post which the offer stands null & void. We count on you to take I Tech Electronics to greater heights. Wish you the very best!

Best Regards,



Suraj M  
HR Executive

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

10-Mar-2020

T.Akshaya  
Prince Shri Venkateshwara Arts & Science College

Dear T.Akshaya,

We are pleased to offer you the position of Junior Software Developer at Samtech Solutions. This letter outlines the terms and conditions of your employment with our company.

**1. Start Date and Employment Status:**

Your start date will be **08-June-2020** and your employment status will be full-time, exempt.

**2. Compensation:** Your starting salary will be 2,24,000 per year, paid on a monthly basis. You will also be eligible for an annual performance-based bonus to be determined by the company.

**3. Benefits:**

We offer a comprehensive benefits package, including:

Medical, dental, and vision insurance

Paid time off (PTO) and holidays.

Flexible spending accounts (FSAs)

Employee assistance program (EAP)

All benefits are subject to the terms and conditions of the plan documents.

**4. Job Duties and Responsibilities:**

As a Junior Software Developer, your duties and responsibilities will include, but not be limited to:

Developing and maintaining web applications and websites

Collaborating with designers and other developers to create user-friendly, responsive web experiences

Writing clean, efficient, and well-documented code

Debugging and troubleshooting issues with web applications

Participating in code reviews and contributing to team standards and best practices

F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: [Indiasamsolutions@hotmail.com](mailto:Indiasamsolutions@hotmail.com)

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



## Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

Salary Components	Monthly	Annual
Basic	7143	
HRA	2857	
<b>Total Gross Salary (A)</b>	<b>10000</b>	<b>120000</b>
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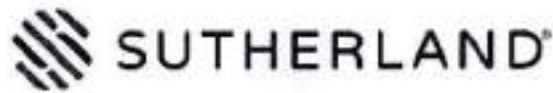
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\* Deductions may vary subject to change in statutory rules

### List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (if previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10<sup>th</sup>/12<sup>th</sup>/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



June 06, 2020

Dear Amal Frango G,

**Congratulations! We welcome you to the family of Sutherland!**

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2020** on the following terms and conditions.

Your place of posting will be initially at **Chennai**. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.225,000.00 /-** per annum (Rupees Two Lakhs Twenty Five Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to **Shiva Thangavel** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules,

PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



**Sutherland Global Services Private Ltd.**  
**Annexure**

**Name of the Employee: Amal Frango G**  
**Designation: Consultant - NonVoice**  
**Date of Joining: June 13, 2020**  
**Level: 1**

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY (A)</b>		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
<b>SKILL BASED PAY (B)</b>		
Skill Based Pay	750.00	9,000.00
<b>Gross Salary (A + B)</b>	14,955.00	179,463.00
<b>PERFORMANCE INCENTIVE (C)</b>		
Performance Incentive	2,750.00	24,750.00
<b>STATUTORY BENEFITS AND INSURANCE (D)</b>		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
<b>CTC ( A + B + C + D )</b>	18,750.00	225,000.00
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.



HR Ref No: VDARTOL255761

Sept 14, 2020

Dear Amirtha Valli,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **Sept 22, 2020**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

Mohana Sundaram  
Assistant General Manager - HR

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073



## Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

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5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

  
**B. Kalpana**  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
VIVAKKAM, CHENNAI - 600 071.



Worksbot Applications Pvt Ltd  
Carevoyant Campus, 4th Main Road,  
4th Main Road, Sipcot IT park,  
Siruseri, Chennai - 603103  
CIN : U72100TN2014PTC094454

## Offer Letter

REF : WAPL/JID-256/3617/2020

Date: 4 February 2020

Name : M.Amirthalingam

College : Prince Shri Venkateshwara Arts and Science College

Dear M.Amirthalingam,

Congratulations!

We are pleased to Offer you employment at **Worksbot Applications Pvt Ltd**. We feel that your skills and background will be valuable assets to our team. Further to our discussion and the subsequent Interviews, you have been selected as "**Web Developer Trainee**".

After successful completion of performance evaluation of the project at the end of your probation period your Annual Total Compensation ranges from INR 1,58,000PA (One Lakhs Fifty Eight Thousand only). After your probation period, you will be appointed as permanent employee as per the company norms.

Your services are transferable and you can be seconded or deputed by the company in any operation/ projects or any other establishment in India, at the sole discretion of the management. If found insubordination during your probation period and gross negligence of duties for which you are making yourself liable for necessary action or corrective action up to and include discharge.

We will inform you the D.O.J after completing your probation period. At the time of joining please submit the photocopy of following documents (Educational documents, 5 Passport size photograph, Address proof and Id proof (Aadhaar Card, PAN Card)).

Regards,

**Murali T**  
Head - Human Resource

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



10-Mar-2020

G.Amudha  
Prince Shri Venkateshwara Arts & Science College

Dear G.Amudha,

We are pleased to offer you the position of Junior Software Developer at Samtech Solutions. This letter outlines the terms and conditions of your employment with our company.

**1. Start Date and Employment Status:**

Your start date will be **08-June-2020** and your employment status will be full-time, exempt.

**2. Compensation:** Your starting salary will be **2,24,000** per year, paid on a monthly basis. You will also be eligible for an annual performance-based bonus, to be determined by the company.

**3. Benefits:**

We offer a comprehensive benefits package, including:

Medical, dental, and vision insurance

Paid time off (PTO) and holidays.

Flexible spending accounts (FSAs)

Employee assistance program (EAP)

All benefits are subject to the terms and conditions of the plan documents.

**4. Job Duties and Responsibilities:**

As a Junior Software Developer, your duties and responsibilities will include, but not be limited to:

Developing and maintaining web applications and websites

Collaborating with designers and other developers to create user-friendly, responsive web experiences

Writing clean, efficient, and well-documented code

Debugging and troubleshooting issues with web applications

Participating in code reviews and contributing to team standards and best practices

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: [Indiasamsolutions@hotmail.com](mailto:Indiasamsolutions@hotmail.com)

# SAMTECH SOLUTIONS

## 5. Confidentiality and Non-Disclosure:

As an employee of Samtech Solutions, you will have access to confidential and proprietary information. You will be required to sign a confidentiality and non-disclosure agreement, which will prohibit you from disclosing any confidential or proprietary information without the company's prior written consent.

## 6. Termination:

Your employment maybe terminated by either party, without reasons, by giving the other in writing no less than 90 days' prior notice. The Company reserves the right to pay or recover salary in lieu of notice period at the sole discretion of the Company. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

Please let us know if you have any questions or concerns regarding the terms and conditions outlined in this letter. If you accept this offer, please sign, and return a copy of this letter to our HR department.

We look forward to having you join our team.

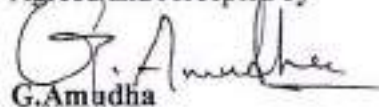
Sincerely,



**Kannaki S**

**Manager – Human resources  
Samtech Solutions**

Agreed and Accepted by

  
**G. Amudha**

*B. Kalpane*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIYAKKAM, CHENNAI 600 073.

F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai-600092, TamilNadu,  
E-mail: Indiasamsolutions@hotmail.com



HCL TECHNOLOGIES LTD.  
Division: Business Services  
B-34/3, Sector 59, Noida 301 301, UP, India  
Tel +91 120 4364200, Fax +91 120 2589688  
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India  
CIN- L74140DL1991PLC046369  
www.hclbpo.com  
www.hcl.com

Date: December 7, 2020

**Private and Confidential**

**Anandhi. M**

**No.41, Bajanai Kovil Street,  
Hasthinapuram, Chrompet, Chennai,  
Tamil Nadu, India - 600064**

**Dear Anandhi,**

With reference to your application and subsequent interview, we are pleased to make you an offer – cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company")** as **Customer Service Representative**. You are required to report on December 8, 2020, at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 203000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuiness of documents or information provided by you to the Company. You are

Signature of the employee

**HCL**

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



# BIO ANALYTICAL SERVICES

## EMPLOYMENT OFFER

Ref No: BAS/2020/CI/075

Dear **Ananthanayagi N,**

We are pleased to offer you the position of Analyst - Bioanalysis at Bio Analytical Services. Your skills make you an excellent fit for our team, and we look forward to having you onboard.

### Job Responsibilities:

As an Analyst - Bioanalysis, your primary responsibilities will include:

- Conducting research and analysis on various biotech industry topics and companies
- Preparing reports and presentations to communicate findings to clients and internal stakeholders
- Collaborating with team members to develop strategies and recommendations based on research
- Staying up-to-date on industry trends and developments to inform research and analysis
- Maintaining accurate and organized records of research findings and data

### Joining Details:

Your starting date is 10<sup>th</sup> March 2020. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

### Code of Conduct:

As an employee of Bio Analytical Services, you will be expected to adhere to the highest standards of professionalism, integrity, and ethical conduct. You will be required to sign and abide by our Code of Conduct, which outlines our expectations for behavior and ethics.

### Salary Structure:

Your salary will be **Rs. 16,000** per month. This will be paid in accordance with our payroll schedule, and you will be eligible for any bonuses or incentives that may be offered.

### Non-Disclosure:

As an employee of Bio Analytical Services, you will have access to confidential information and trade secrets. You will be required to sign a non-disclosure agreement, which will prohibit you from disclosing any confidential information to third parties.

Natesha Apartments, 1st floor no.28, Velachery Bypass Road,  
Venkateswara Nagar, Velachery, Chennai, Tamil Nadu 600042

+044 63637089

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
60 WRIVAKKAM, CHENNAI - 600 073.  
✉ bioanalytic@gmail.com



# BIO ANALYTICAL SERVICES

## Termination Period:

We believe in building long-term relationships with our employees, but we also recognize that circumstances can change. If you decide to resign from your position, we request a termination notice of 3 months before your last working day. Similarly, if we need to terminate your employment for any reason, we will provide you with 3 months' notice.

## Tax Advice:

We recommend that you consult with a tax advisor regarding your salary and any benefits that you may receive from Bio Analytical Services. We do not provide tax advice, and you are solely responsible for paying any taxes that may be owed.

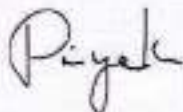
## Submitting Documents:

Please submit the following documents to HR Department before your start date:

- Signed copy of the offer letter
- Copies of Educational Certificates
- Passport Photographs
- Copies of Aadhar Card and Pan card
- Medical fitness Certificate including Blood Group details.

We are excited to have you join our team and look forward to working with you.

Sincerely,



**Priyanka**  
**Head - HR**



**B. Kalpana**  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noida 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

www.hclbpc.com

www.hcl.com

Date: December 7, 2020

Private and Confidential

Anitha, D

No.36, Bharathidhasan, 3rd Cross Street,  
Pallikaranai, Chennai,  
Tamil Nadu, India - 600100

Dear Anitha,,

With reference to your application and subsequent interview, we are pleased to make you an offer - cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company")** as **Customer Service Representative**. You are required to report on December 8, 2020, at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 203000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- All our operations function **24x7, 365 days** in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuiness of documents or information provided by you to the Company. You are

B. Kalanidhi  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600072

Signature of the employee  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600072  
PH. No : 044 - 2278 0755



Date: 12/3/2020

Ref No:

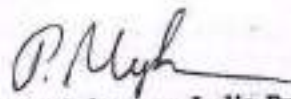
**Performa Offer from Episource**

Dear ANITHA. C

We are pleased to offer you an employment as per details given below:

- a) Designation Process Analyst
- b) Work location Chennai
- c) Date of joining 16/3/2020
- d) You will be entitled to an all-inclusive compensation of INR 2,60,000/- only per annum.

The final letter of appointment letter will be handed over to you upon joining the service of the company.  
You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.



For Episource India Pvt Ltd.

**Manjula Palanisamy**  
Associate Vice President - HR

**B. Kalpane**  
PRINCIPAL  
PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI

●●● Episource India Pvt. Ltd | [www.episource.com](http://www.episource.com) | CIN - U72900TN2004PTC053347

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028.

Corporate Office  
2nd Floor, Prince Info City II,  
No. 141, Rajiv Gandhi Salai (OMR),  
Kandanchavadi, Chennai - 600 096.  
Ph: +91 44 4910 1614

Mumbai Office  
5th Floor, E Wing, Corporate Avenue  
(Atul Projects), Opp. Sakinaka Corporate Park,  
Chakola, Andheri-Ghatkopar Link Road,  
Andheri East, Mumbai - 400 093.

Vijayawada Office  
Door No. 54-15-5A, 3rd Floor,  
Lakshmi Avenue,  
Srinivasa Nagar Bank Colony,  
Ring Road, Vijayawada - 520 008.



Extazee Software Solution

17.04.2020

INTENT TO OFFER EMPLOYMENT

Dear Anitha M,

Congratulations on your selection with Extazee Software Solution. We look forward to you joining our growth journey as leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Web Developer with Extazee Software Solutions.

- Total Cost to Company: INR 1.44 LPA
- Bonus: INR 25000 (On Completion of a year)
- Location: Tiruchirapalli
- Working Hours: 9.5 hours/day
- Bond: 1 Year

You will be entitled to allowances and other benefits as per Extazee Policies. You shall receive your salary payments on the last working day of the month.

This Offer of Employment is subject to successful Completion of:

- Background Verification Check
- Completion of Course Program with an aggregate of 60%

For any clarifications, offer acceptance, joining confirmation & BGC form Please write back to: [extazee.campus@gmail.com](mailto:extazee.campus@gmail.com)

We eagerly look forward to welcome you at Extazee Software Solutions.

For Extazee Software Solutions.

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI

Devar Colony, Thillai Nagar, 1st Cross Road, West Extn, Tiruchirappalli - 620 018,  
☎ : 431 2734 213 | Email : [essolution@gmail.com](mailto:essolution@gmail.com)



Date: 12/3/2020

Ref No:

Performa Offer from Episource

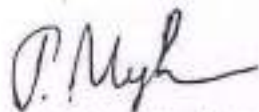
Dear ANTO ARULMOZHI.S

We are pleased to offer you an employment as per details given below:

- a) Designation Process Analyst
- b) Work location — Chennai
- c) Date of joining 16/3/2020
- d) You will be entitled to an all-inclusive compensation of INR 2,60,000/- only per annum.

The final letter of appointment letter will be handed over to you upon joining the service of the company.  
You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.

For Episource India Pvt Ltd.



Manjula Palanisamy  
Associate Vice President - HR

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.

●●● Episource India Pvt. Ltd | www.episource.com | CIN - U72900TN2004PTC053347

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028.

Corporate Office  
2nd Floor, Prince Info City II,  
No. 141, Rajiv Gandhi Salai (OMR),  
Kandanchavadi, Chennai - 600 096.  
Ph: +91 44 4910 1615

Mumbai Office  
5th Floor, E Wing, Corporate Avenue  
(Mid Project), Opp. Sakinaka Corporate Park,  
Chokli, Andheri-Ghatkopar Link Road,  
Andheri East, Mumbai - 400 093.

Vijayawada Office  
Door No. 54-15-SA, 3rd Floor,  
Lakshmi Avenue,  
Srinivasa Nagar Bank Colony,  
Ring Road, Vijayawada - 520 008.

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: ANTONY GEORGE. J

College: Prince Shri Venkateshwara Arts and science College

### OFFER OF EMPLOYMENT

Dear ANTONY GEORGE. J,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

**1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

**2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

**3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

*B. Kalpana*

PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



Name : ANTONY GEORGE. J

Date : November 14, 2019

Salary Grade : AT1

Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	4,140	
D. Retirals & Other Benefits	34,404	
Cost to Company (CTC) C+D	260,404	

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

# BIG TREE BIOTECH

No.2nd Street, Govindaraj Alamelu, Vivekananda Nagar,  
Lakshmi Ammal Nagar, Korattur, Chennai, Tamil Nadu 600076

+044 27274200

bigtreebt@gmail.com

## LETTER OF APPOINTMENT

12-Mar-2020

**Ms. Anupriya P**  
Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear **Anupriya P**,

We are pleased to offer you the position of Clinical Technician at Big tree Biotech. This position reports directly to the Mr. Amarnath Sateesh, Clinical Manager and will be based at our Chennai facility. We believe that your skills, experience, and education make you a valuable addition to our team.

Your starting salary will be **1,14,000** Lakhs per year. You will be eligible for a review of your compensation after 6 months of employment. The review will be based on your performance and contribution to the company.

Your employment will begin on **09<sup>th</sup> June 2020**. You will be expected to work 40 hours per week. Your work schedule will be 10.00 AM to 6.00 PM.

As a Clinical Technician, You will be required to maintain a high level of accuracy, work independently, and maintain confidentiality at all times. Big tree Biotech offers a comprehensive benefits package, including health insurance, dental insurance, vision insurance, and savings plan. Details of the benefits package will be provided upon commencement of employment.

As a condition of employment, you will be required to sign an Employee Confidentiality and Non-Disclosure Agreement. The agreement states that you will not disclose any confidential information about Big tree Biotech or its clients or customers to any third party.

Please review this offer letter carefully. If you are accepting this position, please sign and return the letter by **20<sup>th</sup> March 2020**.

We look forward to having you join our team!

Sincerely,



Manager

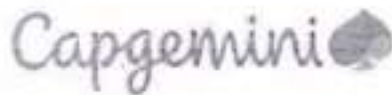
I accept the offer of employment as described in this letter.

  
[Anupriya P]

Date: 9/6/2020

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.





Capgemini Technology Services India Limited  
Plot 2, K Wing, 1<sup>st</sup> Floor, Godrej IT Park,  
Godrej & Boyce Compound, Gate No. 2,  
L.B.S. Marg, Bopal/Nagar, Vilepar (West),  
Mumbai-400 079, Maharashtra, India.  
Tel: +91 22 6690 6000 | Fax: +91 22 6755 7005  
www.capgemini.com

**Date: December 12, 2019**

**Ref No: HR/Campus/LO15274759/1**

**Ms. Aparna R**  
**Prince Shri Venkateshwara Arts And Science College**

Dear Aparna ,

With reference to your interview conducted by us at SRM University, Chennai, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073.**

**ANNEXURE 1**

**Aparna R**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & on behalf of Caggemini

*Puneet Kumra*

**Puneet Kumra  
Head-Fresher Hiring**

Signature: *Aparna*

Candidate Name: Aparna R

Date: 19/12/19

*B. Kalpana*  
**PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.**





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Prince Shri Venkateshwara Arts & Science College  
**Date:** 14-September-2020

**Dear Aravind Prabhu S (BCA)**

**Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in nightshifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition  
Sutherland**

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

*B. Kalpana*  
PRINCIPAL

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**  
GOWRIYAKKAM, CHENNAI - 600 073.



HR Ref No: VDARTOL266551

Sept 14, 2020

Dear Archana,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of Associate-Global Finance with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **Sept 22, 2020**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

Mohana Sundaram  
Assistant General Manager - HR

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



## Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

Salary Components	Monthly	Annual
Basic	7143	
HRA	2857	
<b>Total Gross Salary (A)</b>	<b>10000</b>	<b>120000</b>
EPF	857	
ESIC	325	
Gratuity	344	
<b>Part - (B)</b>	<b>1526</b>	<b>18312</b>
<b>Monthly CTC (A+B)</b>	<b>11526</b>	
Leave Encashment (C)		2857
<b>Annual CTC (A+B+C)</b>		<b>141169</b>

- \* PT will be deducted once in six months
- \* Deductions may vary subject to change in statutory rules

### List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (if previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10<sup>th</sup>/12<sup>th</sup>/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 605 073.



HR Ref No: VDARTOL269632

Sept 14, 2020

Dear Arish Praveen Raj,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of Associate-Global Finance with VDart Group, on the following terms and conditions

You will draw a CTC of 1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only) per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004 and your actual place of posting will be communicated to you later and you will report for duty on Sept 22, 2020
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We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

Mohana Sundaram  
Assistant General Manager - HR

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



## Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

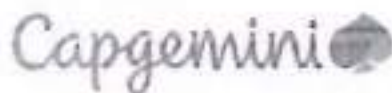
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6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
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*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



Plot No. 14, Sector 1, Electronic City Phase 1,  
Phase 2, C Wing, 1<sup>st</sup> Floor, District IT Park,  
Madhav & Devla Compound, Gate No. 2,  
U. B. S. Marg, Prajapati Nagar, Whitefield,  
Mumbai-500 079, Maharashtra, India.  
Tel: +91-22-6676 0900 | Fax: +91-22-6755 7008  
www.cappgemini.com

**Date: December 12, 2019**

**Ref No: HR/Campus/LO15274725/1**

**Ms. Arshiya Sultana**  
**Prince Shri Venkateshwara Arts And Science College**

Dear Arshiya Sultana,

With reference to your interview conducted by us at SRM University, Chennai, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Cappgemini Technology Services India Limited.**, (hereinafter referred to as "Cappgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Cappgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Cappgemini. Cappgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Cappgemini,

1. You are expected to enter into an employment agreement with Cappgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Cappgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Cappgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073**



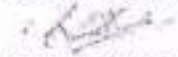
**ANNEXURE 1**

**Arshiya Sultana**

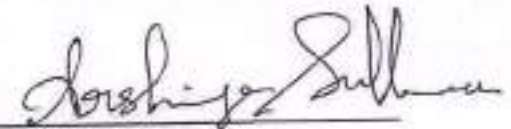
**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & on behalf of Capgemini



**Puneet Kumra**  
**Head-Fresher Hiring**

Signature:   
Candidate Name: Arshiya Sultana  
Date: 18/12/19

  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.



17.04.2020

INTENT TO OFFER EMPLOYMENT

Dear Arshiya Sultana A,

Congratulations on your selection with Extazee Software Solution. We look forward to you joining our growth journey as leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Web Developer with Extazee Software Solutions.

- Total Cost to Company: INR 1.44 LPA
- Bonus: INR 25000 (On Completion of a year)
- Location: Tiruchirapalli
- Working Hours: 9.5 hours/day
- Bond: 1 Year

You will be entitled to allowances and other benefits as per Extazee Policies. You shall receive your salary payments on the last working day of the month.

This Offer of Employment is subject to successful Completion of:

- Background Verification Check
- Completion of Course Program with an aggregate of 60%

For any clarifications, offer acceptance, joining confirmation & BGC form Please write back to: [extazee.campus@gmail.com](mailto:extazee.campus@gmail.com)

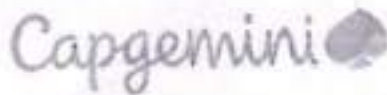
We eagerly look forward to welcome you at Extazee Software Solutions.

For Extazee Software Solutions,

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE





Capgemini Technology Services India Limited  
Plant 2, 5<sup>th</sup> Wing, 1<sup>st</sup> Floor, Gdmg IT Park,  
Gdmg & Dnyanesh Compound, Gate No. 2,  
L.B.S. Marg, Prajapattinagar, Vilepar (West),  
Mumbai-400 074, Maharashtra, India.  
Tel: +91 22 6688 0350 | Fax: +91 22 6799 7009  
www.capgemini.com

Date: December 12, 2019

Ref No: HR/Campus/LO15274777/1

Mr. Arun Kumar S  
Prince Shri Venkateshwara Arts And Science College

#### Letter of Intent ("LOI")

Dear Arun Kumar,

With reference to your interview conducted by us at SRM University, Chennai, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.**


**ANNEXURE 1**

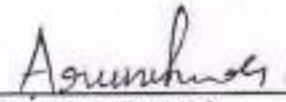
**Arun Kumar S**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & on behalf of Capgemini

  
**Puneet Kumra**  
Head-Fresher Hiring

Signature:   
Candidate Name: Arjun Kumar S  
Date: 19/12/19

  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOVINDAVAKKAM, CHENNAI - 600 073.





Worksbot Applications Private Limited  
Carevoyant Campus, 4th Main Road,  
4th Main Road, Sipcot IT park,  
Siruseri, Chennai - 603103  
CIN : U72100TN2014PTC094454

## Offer Letter

REF : WAPL/JID-256/3623/2020

Date: 4 February 2020

Name : A.Arun

College : Prince Shri Venkateshwar Arts and Science College

Dear A.Arun,

Congratulations!

We are pleased to Offer you employment at **Worksbot Applications Pvt Ltd**. We feel that your skills and background will be valuable assets to our team. Further to our discussion and the subsequent Interviews, you have been selected as "IT Support Trainee".

After successful completion of performance evaluation of the project at the end of your probation period your Annual Total Compensation ranges from INR 1,58,000PA(One Lakhs Fifty Eight Thousand only). After your probation period, you will be appointed as permanent employee as per the company norms.

Your services are transferable and you can be seconded or deputed by the company in any operation/ projects or any other establishment in India, at the sole discretion of the management. If found insubordination during your probation period and gross negligence of duties for which you are making yourself liable for necessary action or corrective action up to and include discharge.

We will inform you the D.O.J after completing your probation period. At the time of joining please submit the photocopy of following documents (Educational documents, 5 Passport size photograph, Address proof and Id proof (Aadhaar Card, PAN Card)).

Regards,

Murali T  
Head - Human Resource

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.



**BEEHIGHMEDIA**

91-9940375056

www.beehighmedia.com  
info@beehighmedia.com

49, 9th Cross Street, Y Block,  
Anna Nagar, Chennai 600040



March 02, 2020

*Private and Confidential*

Ms. Aarthi V  
Guduvanchery, Chennai

**Sub: Offer of Employment.**

Dear Aarthi,

Further to our discussions, we are pleased to offer you the position with Bee High Media (BHM).

**Position & Joining:**

You shall be appointed as **Content Writer** with BHM. You are expected to join on or before **May 04, 2020** at 09.30 A.M. at the following location to complete your joining formalities. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

Your gross annual compensation is **Rs.1,80,000/-** (Rupees One Lakh and eighty thousand Only) per annum. Annexure I details about the compensation structure.

49, 9th Cross Street, Y Block, Anna Nagar, Chennai, Tamil Nadu 600040.

URL: <https://www.beehighmedia.com>

**Compensation:**

Please refer to Annexure I for the details as applicable to you. Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You will be employed at Bee High Media, Chennai.

You will be on probation for a period of six (6) months from the date of joining. During this period, the Company may conduct on-going reviews to assess your performance. Based upon the reviews, your employment would be confirmed in the company. In case of any extension in the

B. Kalyan  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.





**BEEHIGHMEDIA**

91-9940375056

www.beehighmedia.com  
info@beehighmedia.com

49, 9th Cross Street, Y Block,  
Anna Nagar, Chennai 600040



**ANNEXURE - I**

**Remuneration Details**

Name: **Ms. Aarthi V**

Designation : **Content Writer**

Components	Per Month Rs.	Per Annum Rs.
Monthly Consolidated Salary	15,000	1,80,000
Travel Allowance	-	-
Total Cost To Company	15,000	1,80,000

- You will be on probation for a period of 6 months and will be confirmed after that based on your performance.
- Your Annual CTC (including performance incentive) would be INR. 1,80,000/- (Rupees One Lakh and eighty thousand only) inclusive of all statutory deductions & contributions towards P.F, ESI, Professional/Personal Tax whenever applicable.
- All perquisites and benefits in your salary plan shall be governed as per policy applicable to employees in the company and shall be governed by statutory guidelines and taxes as applicable. The other terms and conditions are normal and as specified in the company's rules and regulations.
- Incentive / Annual Bonus is based on employee performance, company performance, and is given at the discretion of the management.

**Sowmya Shruthi C**  
**Partner**  
**Bee High Media**

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIYAKKAM, CHENNAI - 600 073.**



Worksbot Applications Private Limited  
Carevoyant Campus, 4th Main Road,  
4th Main Road, Sipcot IT park,  
Siruseri, Chennai - 603103  
CIN : U72100TN2014PTC094454

## Offer Letter

REF : WAPL/JID-256/3574/2020

Date: 4 February 2020

Name : Arun A

College : Prince Shri Venkateshwara Arts and Science College

**Dear Arun A,**

Congratulations!

We are pleased to Offer you employment at **Worksbot Applications Pvt Ltd**. We feel that your skills and background will be valuable assets to our team. Further to our discussion and the subsequent Interviews, you have been selected as **"Web Developer Trainee"**.

After successful completion of performance evaluation of the project at the end of your probation period your Annual Total Compensation ranges from INR 1,58,000PA(One Lakhs Fifty Eight Thousand only). After your probation period, you will be appointed as permanent employee as per the company norms.

Your services are transferable and you can be seconded or deputed by the company in any operation/ projects or any other establishment in India, at the sole discretion of the management. If found insubordination during your probation period and gross negligence of duties for which you are making yourself liable for necessary action or corrective action up to and include discharge.

We will inform you the D.O.J after completing your probation period. At the time of joining please submit the photocopy of following documents (Educational documents, 5 Passport size photograph, Address proof and Id proof (Aadhaar Card, PAN Card)).

Regards,



*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKNAM, CHENNAI - 603103

**Murali T**  
**Head - Human Resource**





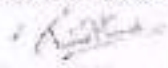
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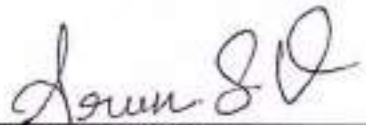
**ARUN. S.V**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & on behalf of Capgemini

  
**Puneet Kumra**  
**Head-Fresher Hiring**

Signature:   
Candidate Name: **ARUN. S.V**  
Date: **19/12/19**

**B. Kalpana**  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHVARA**  
**ARTS AND SCIENCE COLLEGE**  
**GDWRIVAKKAM, CHENNAI - 600 044**



# BIG TREE BIOTECH

No.2nd Street, Govindaraj Alamelu, Vivekananda Nagar,  
Lakshmi Ammal Nagar, Korattur, Chennai, Tamil Nadu 600076

+044 27274200

bigtreebt@gmail.com

## LETTER OF APPOINTMENT

12-Mar-2020

**Mr. Arunkumar E**

Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear **Arunkumar E**,

We are pleased to offer you the position of Clinical Technician at Big tree Biotech. This position reports directly to the Mr. Amarnath Sateesh, Clinical Manager and will be based at our Chennai facility. We believe that your skills, experience, and education make you a valuable addition to our team.

Your starting salary will be **1,14,000** Lakhs per year. You will be eligible for a review of your compensation after 6 months of employment. The review will be based on your performance and contribution to the company.

Your employment will begin on **09<sup>th</sup> June 2020**. You will be expected to work 40 hours per week. Your work schedule will be 10.00 AM to 6.00 PM.

As a Clinical Technician, You will be required to maintain a high level of accuracy, work independently, and maintain confidentiality at all times. Big tree Biotech offers a comprehensive benefits package, including health insurance, dental insurance, vision insurance, and savings plan. Details of the benefits package will be provided upon commencement of employment.

As a condition of employment, you will be required to sign an Employee Confidentiality and Non-Disclosure Agreement. The agreement states that you will not disclose any confidential information about Big tree Biotech or its clients or customers to any third party.

Please review this offer letter carefully. If you are accepting this position, please sign and return the letter by **20<sup>th</sup> March 2020**.

We look forward to having you join our team!

Sincerely,



Manager

I accept the offer of employment as described in this letter.

  
[Arunkumar E]

Date: 12/3/20

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI 600 073.



HR Ref No: VDARTOL225861

Sept 14, 2020

Dear Ashok Kumar,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of Associate-Global Finance with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
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- You are required to submit your **PAN / Aadhar** number to HR on your joining

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

Mohana Sundaram  
Assistant General Manager - HR

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077



## Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

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7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

*B. Kalpane*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIYAKKAM, CHENNAI - 600 073.**