



**SOCIAL
BEAT**

ROI Driven Digital Marketing

BANGALORE | CHENNAI | GURUGRAM | MUMBAI

relieved. The decision on the date on which you will be relieved rests solely with Social Beat. In case you terminate your employment before the expiry of the period of the contract, you will be expected to seek and source another individual to provide the services you render Social Beat.

- II. Social Beat reserves the right to terminate your services without notice for any of the reasons stated below after giving you a 3-day show cause notice:
 - a. Breach of Social Beat's standards with respect to integrity, ethics, honesty, sincerity and loss of confidence.
 - b. Failure to follow Social Beat's rules and regulations.
 - c. Failure to work up to the Management satisfactory level as agreed by the candidate in three months' time from the date of appointment.
 - III. Any false or misrepresented information or any willfully suppressed material information.
 - IV. Guilty in respect of moral turpitude or of dishonesty in dealing with Social Beat's material, documents or theft or misappropriation regardless of the value involved
 - V. Gross negligence or carelessness or inefficiency in performing your duties.
 - VI. Inefficiency and carelessness or misconduct, or actions against the interest of Social Beat willfully or due to negligence, oversight or ignorance of Social Beat's policies and procedures.
 - VII. Over staying leave
 - VIII. Being sick leading to an inability to perform duties adequately.
7. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on a full or part-time basis without prior permission of Social Beat in writing. Any contravention of this condition will entail the termination of your services from Social Beat.
8. You will keep Social Beat informed of any change in your residential address that may happen during the course of employment of your service with the organization.
9. Non-disclosure: All documents, programs, code, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence, etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated confidentially. You shall not utilize them for your own use or disclose to other persons during or after your employment. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during or post course of employment.
10. During the course of employment with Social Beat, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about vendors, financials, products, know-products/business events and business plans and business secrets and other information concerning the products / business of the organization, hereinafter

B. Kalpana
PRINCIPAL

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

326, Fountain Plaza, 6th Floor,

Pantheon Road, Egmore, Chennai-600008.

www.socialbeat.in

called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during or post course of employment.

Annexure 1: Cost to Social Beat

Name	Kalpana S	
Position	Social Media Specialist	
Expected DoJ	June 06, 2022	
Component	Monthly	Annual
Basic	₹ 15000	₹ 180000
HRA	₹ 6000	₹ 72000
Conveyance	₹ 1600	₹ 19200
Special	₹ 5400	₹ 64800
Sub Total (A)	₹ 28000	₹ 336000
Annual Bonus		₹ 28000
Sub Total (B)	₹ 0	₹ 28000
Employer PF Contribution (12%)	₹ 1800	₹ 21600
Employer ESI Contribution (3.25%)	₹ 0	₹ 0
Sub Total (C)	₹ 1800	₹ 21600
Total	₹ 29800	₹ 385600

In addition you are eligible for a Group Health Insurance Coverage of 2 Lakh INR

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



netrocon digital

March 03, 2020

Kamalesh Rao K P
4/187 Pillaiyar kovil street,
Moovarasempet, Madipakkam,
Chennai-91.

Dear **Kamalesh Rao**,

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 **6th 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,

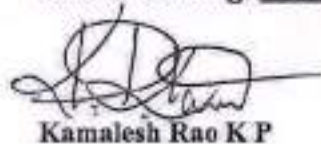
Yours truly,

For Netrocon Digital,


Shirley Vincent.
Director

Accepted

Date of Joining: 6/5/2020


Kamalesh Rao K P

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

INNOV4SIGHT HEALTH AND BIOMEDICAL SYSTEMS PRIVATE LIMITED

EGF #11, Bangalore BioInnovation Centre, Bengaluru, Karnataka 560100

07-08-2020

Dear KAMALESH K,

We are delighted to offer you the position of Medical Coder at Innov4sight Health and Biomedical Systems Private Limited. We are confident that your skills and experience will make a valuable contribution to our team and the services we provide to our patients.

As discussed during the interview, your starting date will be 12-08-2020. Your working hours will be 40 hours per week, and your salary will be 1,90,000 per annum.

We will provide you with a comprehensive benefits package, including health insurance, dental insurance, vision insurance, and 401(k) plan.

In your role as a Medical Coder, your responsibilities will include but not be limited to:

- Assigning medical codes to diagnoses, procedures, and services based on medical records and other healthcare provider documentation.
- Verifying the accuracy and completeness of coded information and ensuring compliance with coding guidelines and regulatory requirements.
- Reviewing medical records and other documentation to identify any inconsistencies, discrepancies, or missing information.
- Communicating with healthcare providers to clarify any coding or documentation issues.
- Participating in quality assurance and improvement activities.

We believe that your experience in medical coding and your attention to detail will enable you to excel in this position. Your ability to work effectively as part of a team and communicate clearly and professionally will also be valuable assets in this role.

We look forward to having you join our team and contributing to our mission of providing high-quality healthcare services to our patients. Please review this offer letter carefully and indicate your acceptance by signing and returning a copy to us. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,


Giridharan
HR Executive

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

I accept this offer of employment:



ishbsgmail.com



+91-9626584564

Date: 12/3/2020

Ref No:

Performa Offer from Episource

Dear KAMALI. K

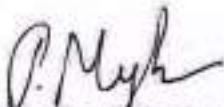
We are pleased to offer you an employment as per details given below:

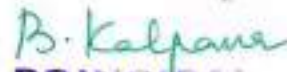
- a) Designation Process Analyst
- b) Work location — Chennai
- c) Date of joining 16/3/2020
- d) You will be entitled to an all-inclusive compensation of INR 2,60,000/- only per annum.

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


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



Offer Mail - NextGen Trainee

1 message

Ashwin Ramesh <ashwin.r@ciglobalsolutions.com>
To: kamalics4523@gmail.com

Fri, 20 Nov 2020 at 2:35 pm

Dear Kamall,

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 1,42,560 (Rupees One Lakh Forty-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 30th Nov 2020 (Monday).

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,

Ashwin Ramesh
Human Resource

CI Global Technologies

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



Mobile: +91 99402 41533
Ph: +91-44-4864 6685
www.ciglobaltech.com

B. Kalpana
PRINCIPAL

PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 071



Disclaimer: This e-mail contains information, which may be confidential or proprietary intended only for the use of the individual or entity to whom they are addressed. If you are not the intended recipient, you should not use the contents of this information, distribute or copy this email. Please notify the sender immediately by e-mail if you have received this email by mistake and delete the email from your system.



Date:14-Dec-20

Ref No: RRF-4315

Ms. Kamalipriya S
Chennai,Tamilnadu

Dear Kamalipriya S,

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.

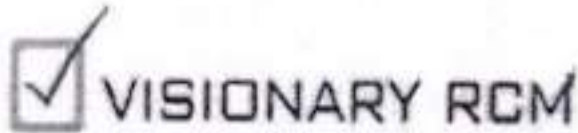
B. Kalpana
PRINCIPAL

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

CSS Corp Private Limited

CIN:U72900TN2000FTC115034

Regd Address : Plot No-32 A&B, 6th, 9th, 810th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com



Date: 22.11.2019

Dear Mr./Mrs. Kaniga S K

Congratulations!!! Welcome to Visionary RCM

You have been provisionally selected as Medical coder

Your Emoluments would be as follows:

Your CTC will be Rs.25000/- + Incentives

The details would be provided in the Appointment order.

You are requested to provide the following documents to complete the joining formalities. Your appointment letter would be issued once you submit the below documents.


1. Address proof
2. ID proof
3. Educational proof (Provisional Certificate)
4. Passport size photo (4 Nos)
5. Resume
6. Reference letter - 2 Nos

Your Date of joining - Should join on or before July 09 2020

Wishing you all the best!!


HR - Campus Hiring

Visionary RCM


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



Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Ms. Kanimozhi M
Chennai

Subject: Offer of Employment

Dear Kanimozhi 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.



SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 12-August-2020

Dear Kannan B (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**

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

This is digitally generated soft copy hence signature is not required

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

New Tech Industries

14th February 2020

LETTER OF OFFER

K.Kannigadevi
Chennai

Dear K.Kannigadevi,

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 7th 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 4th May 2020. A detailed appointment order will be issued at the time of joining. Please notify your acceptance through email on or before 28th February 2020.

We look forward to working with you.

Yours sincerely,



General Manager

B. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 071

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

94456 08801

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: KARTHICK .B

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear KARTHICK .B,

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.

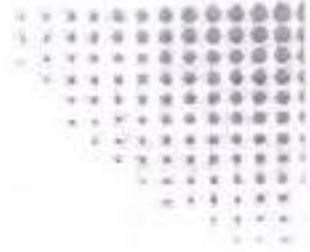
B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 072

ANNEXURE-1

Name	: KARTHICK .B	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	
MediclaIm Premium	4,140		
D. Retirals & Other Benefits	34,404		
Cost to Company (CTC) C+D	260,404		

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

Primechip



To,

L. Karthick

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Karthick,

Subject: Job offer letter for the position of Financial Analyst

Congratulations! On behalf of Primechip, you are offered the position of Financial Analyst at our esteemed organization. We will be glad if a confident, determined, and ambitious person like you works with us. We are sure that you will do great as a network engineer.

As you assume this post, you will ensure system availability and reliability, monitor performance, and system resource trending, utilization, and capacity planning, liaise with IT personnel and vendors for problem resolution, and perform system upgrades and network maintenance including hot fixes, service packs, patches, and security configurations.

The organization will offer you an annual package of **Rs.1,90,500** and based on how you perform there will be a hike of 15 percentage which is given after a period of one year gets over. In addition to that, you will also be offered paid leaves of total 30 days per year.

Upon accepting this offer from us, please send us a self-attested copy of this letter on or before 26.10.2020. As soon as we get it, we will inform you of the joining date and other details.

Yours Sincerely,

HR Manager

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, Ekkatuthangal, Chennai - 600 032.
E-mail : chennai@firstman.co.in Website : www.firstman.co.in
☎ 044 - 2234 0035 / 2234 0046

FIXED TERM APPOINTMENT LETTER

Ref No: FMS/IIT/APPLTR/2019-20/0210/19

Date: 10-Jan-2020

To

Mr. KARTHICK D
CHENNAI

Dear Mr. KARTHICK D,

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 : 33AABCF2938E120

PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & 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

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. KARTHICK D

Date: 19/6/20

Signature:

B. Kalpana

PRINCIPAL

PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI-600 073.

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Worliur, Trichy - 620 093.

230, Iwaripuri Colony, Sainikpur, Secunderabad - 500 094.

5, Ayyappa Temple Street, Subbannapalayam, M.S. Nagar Post, Banowadi Main Road, Bangalore - 500 033.

312, Madhavaram Layout, Sivananda Colony, Tirodep, Coimbatore - 641 012.



Letter of Intent

April 13, 2022

C H Kamesh

Prince Shri Venkateshwara Arts and Science College, Chennai

Dear Kamesh,

We are pleased to inform you that you have been provisionally short-listed for employment as "Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in Chennai.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Vice President, Recruitment-India & APAC

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



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com



SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 12-August-2020

Dear Karthik 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**

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

This is digitally generated soft copy hence signature is not required

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

05th Oct'2020

Sub: Offer Letter

Dear Mr. Karthik,

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.

Chennai
23, North Diagonal Road,
Mandala Apartments,
Chennai - 17

Chennai
161 SP, Sector 5,
Gurugram: 12299

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATAPSHWARA
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.

Annexure 1
Salary Break up for Mr. Karthik

#	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
	Total (per month)	18,000	20,000
	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;

Karthik

Mr. Karthik

Date of Acceptance: 22/6/21

Date of joining: 23rd June 2021

B. Kalpana
PRINCIPAL

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

26-February-2020

To

Ms. Karthika S,
12, Bajanai koil Street,
Bharathi Nagar,
Chennai -73.

Dear Karthika,

It was a pleasure meeting you to explore your career opportunity with Ideas2IT Technology Services Private Limited.

Based on our discussion, we are pleased to offer you the position of **Software Developer Trainee**. The CTC (Cost to Company) offered to you will be **Rs. 2,50,000/- (CTC Two Lakhs Fifty Thousand Only)** per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Welcome to Ideas2IT Family!

Ideas2IT Technology Services is fast growing Software Development, Services and Products Company. In our endeavour to achieve and exceed our goals, we look for professionals like you who would partner the further growth of the Organization. Our work environment encourages people to fulfil their career and professional aspirations in tandem with the organizational goals. We are confident that with your skills, competencies, and capabilities you would be an invaluable addition to the team.

Please confirm your acceptance by duly signing the duplicate copy of this letter. We will appreciate you joining us in our office located in Chennai on or before **25th June 2020**.

Yours Sincerely,
For Ideas2IT Technology Services Private Limited,

Gaayathri Padmanabhan

Gaayathri Padmanabhan
HR Specialist

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

Annexure 1

BOUQUET OF BENEFITS:

Cost to Company

Your annual CTC will be Rs. 2,50,000/- per annum. Your CTC will be revised after the performance appraisal which will be done on work anniversary (effective date given as Appraisal date in Annexure 2) as per the company policy. The appraisal date will change based on the actual joining date based on if it's before or after 25th day of the month as per the company policy.

Probation

You will be on probation for 6 months. After successful completion of your probation, you will be confirmed as an employee of the Company. The Notice period to be served in case you intend to leave us before the Probationary period would be 30 days. In such instance you agree to return everything that the Company incurred on your behalf, which includes Employer Contributions, Recruitment Fees, joining bonus, Assets & Other benefits enjoyed. In case you intend to leave us after the Probationary period, the notice periods would be 90 days. Nevertheless, the Company is free to terminate the Employment Agreement without any Notice Period clause.

Freshers Benefit Program

Fresher (First Employment) is entitled for a benefit as decided by the Management time to time while joining us as a token of motivation. In the event the separation is initiated by you during the Probation Period, anything/everything being received by you under the Freshers Benefit Program becomes the Property of the Company and hence handed back.

Medical Insurance

You will be eligible for the Basic Health Insurance cover up to Rs. 2,00,000/- under the Company's health insurance policy. The annual premium will be borne by the Company for the Employee in full and partially for the dependents. The company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance.

Taxation

Your Emoluments during the Employment are subject to Income Tax Rules. Profession Tax, Labor Welfare Contribution and any other Statutory deductions are also applicable as per the guidelines.

Leaves

On confirmation as a Permanent Employee, you will be eligible for 18 days of Paid Leaves (Casual Leaves and Privilege Leaves) annually and Unlimited Sick Leaves. National and Festival holidays will be as per government norms. Our leave policy will apply to your employment and could be changed at any time, at our sole discretion, and upon notice to you.

Reward

You are entitled for a Reward as decided by the Management from time to time upon successful completion of 3 years, after Probation Period.

Special Reimbursement – Flexi Benefit

As part of special reimbursement, you are eligible to reimburse bills (in your name) as per the company's reimbursement policy if your monthly gross salary is above Rs. 40,000/-. Special Reimbursement can be availed up to Rs.5000/- per month.

PF, Gratuity, Statutory Bonus

PF and ESIC will be calculated as per PF and ESI Act. Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act.

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

Annexure

Name: Karthika S	Effective Date: 25-June-2020
Designation: Software Developer Trainee	Next Appraisal Date: 24-June-2021

(A) Monthly Components	Amount in Rs.	
	Monthly	Yearly
Basic Pay	6,250	75,000
HRA	3,750	45,000
Conveyance allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	4,086	49,026
Monthly Gross	16,936	203,226
(B) Other Benefits		
*PF Employers Contribution (including charges)	1,714	20,568
ESI Employers Contribution	550	6,600
Gratuity with Life Insurance Premium	300	3,606
**Other Allowances (Medical & Internet)	1,333	16,000
Total Cost to Company (CTC) (A+B)	20,833	250,000

Employee's Deductions during the year		
PF Employee's contribution	1,582	18,987
ESI Employee's contribution	127	1,523
***Professional Tax	208	2,496

* PF Employer contribution might vary based on Government rules.

** **Medical Insurance** Premium amount is only an approximation and may vary based on the age of the insured. The Medical Insurance cover is applicable to the employee in full and dependents partially.

****Internet Reimbursement** will be up to Rs. 500/- per month

*****PT** will be deducted on monthly basis: PT deduction is as per Tamil Nadu Professional Tax Slab.

PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 873.

05th Oct'2020

Sub: Offer Letter

Dear Ms. Kasthuri,

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.

Chennai
23, North Beach Road,
Stander Apartments,
Chennai - 17.

Coimbatore
161 St, Sector 51
Gurugram 122008

PRINCIPAL
B. Kalpana
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.

Annexure 1
Salary Break up for Ms. Kasthuri

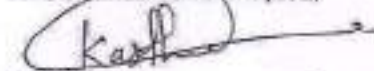
#	Description	Salary (First 3 months)	Salary (Month 4 – 12)
1	Basic Salary	9,000	10,000
2	Housing Rental Allowance	4,500	5,000
3	Travel Allowance	1,600	1,600
4	Other Allowances (Medical, Special Allowances)	2,900	3,400
	Total (per month)	18,000	20,000
	TDS deduction as applicable		

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. Kasthuri

Date of Acceptance: 25th June 2021

Date of Joining: 25th June 2021

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

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

25-Nov-2019

C7417502

Kavitha Kannan,
No. 3/189, kannagi street, Perungalathur, Chennai- 63.
Management Level - 13
Sublevel - 2

Job Profile - Bus Process Delivery New Associate
Job Family Group - Business Process Delivery
Business Deal - Non-Contact Center

Dear Kavitha ,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Chennai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your Institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirement s/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Version 8.0 July 2019

Reference Id: 6ed49d82-4076-4bf5-b32d-3aac0c0b4445_2 Signed By: Jel Rami Master

Candidate's Signature

B. Kalpana

B. Kalpana
PRINCIPAL

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

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above-mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be INR 223880 and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory documents within the specified time shall result in termination of employment.

Kavitha, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call g.p.ramachandran at 9561715217 should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date: _____

Candidate's signature _____



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



Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Mr. Kavaranjan M
Chennai

Subject: Offer of Employment

Dear Kavaranjan 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.

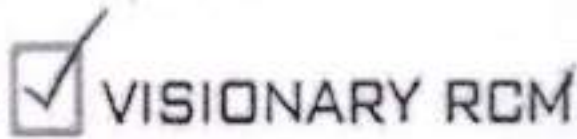
Your appointment letter, along with details of your responsibilities will be handed over to you on the date of joining. Please note that the details of your salary are strictly private and confidential and should not be disclosed to others.

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.



Date: 22.11.2019

Dear Mr./Mrs Kaveri P

Congratulations!!! Welcome to Visionary RCM!

You have been provisionally selected as Medical coder

Your Emoluments would be as follows:

Your CTC will be Rs.25000/- + Incentives

The details would be provided in the Appointment order.

You are requested to provide the following documents to complete the joining formalities. Your appointment letter would be issued once you submit the below documents.

1. Address proof
2. ID proof
3. Educational proof (Provisional Certificate)
4. Passport size photo (4 Nos)
5. Resume
6. Reference letter - 2 Nos

Your Date of joining - Should join on or before July 09 2020

Wishing you all the best!!


HR - Campus Hiring

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

Visionary RCM



Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Mr. Kavi Chelvan R
Chennai

Subject: Offer of Employment

Dear Kavi Chelvan R,

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
GOWRIYAKKAM, CHENNAI 600 027

Dated: 14/12/2020

OFFER & APPOINTMENT LETTER

To,

Ms. Kavitha K

Dear Kavitha,

We are glad to inform you that, upon acceptance offer, you will be of this appointed as **Operations Executive** at **DigiGrad**, as per terms and conditions discussed and agreed upon as under:

1. You are expected to join DigiGrad on or before **December 30, 2020**, and your appointment will be effective from the date of your joining.
2. Your monthly salary and annual salary details are included as an **Annexure 2** to this letter. Your Annual CTC will be **Rs.2,64,000**.
3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of DigiGrad.
4. Your future **increments or promotion** or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. You will be on **Probation** for a period of **Two Months** during which the leave policy will not be applicable. After successful completion of your probation and feedback from the Team Leads, your services as a permanent Team Member will be confirmed in writing.
6. You may end your employment by giving **One Months' Notice** (for confirmed Team Members) or **Two Weeks** of notice (for Team Members on probation), or DigiGrad may terminate your employment by giving you **15 days' notice**, in lieu thereof. Team Members on probation can have their service terminated by the DigiGrad without any prior notice.

- I. During notice period time, you will ensure that all the assigned work has been completed / handed over to the satisfaction of the DigiGrad before you are relieved. The decision on the date on which you will be relieved rests solely with DigiGrad. In case you terminate your employment before the expiry of the period of the contract, you will be expected to seek and source another individual to provide the services you render the DigiGrad.
- II. DigiGrad reserves the right to terminate your services without notice for any of the reasons stated below after giving you a **3-day show cause notice**:
 - a. Breach of DigiGrad's standards with respect to integrity, ethics, honesty, sincerity and loss of confidence.
 - b. Failure to follow DigiGrad's regulations.

**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE**

Khaleel Shirazi Estate, 6th Floor, No. 326, Fountain Plaza, East Coast Road, Egmore, Chennai -
GOWRIVAKKAM, CHENNAI-600 072.



Date:14-Dec-20

Ref No: RRF-4317

Ms. Kavitha M
Chennai, Tamilnadu

Dear Kavitha 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.

B. Kalpane
PRINCIPAL

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

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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



Extazee Software Solution

17.04.2020

INTENT TO OFFER EMPLOYMENT

Dear Kavitha 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

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

For Extazee Software Solutions,

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

Devar Colony, Thillai Nagar, 1st Cross Road, West Extern, Tiruchirappalli - 620 018.

☎ : 431 2734 213 | Email : essolution@gmail.com



Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Ms. Kavitha R
Chennai

Subject: Offer of Employment

Dear Kavitha R,

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
COMBIVAKKAM, CHENNAI-600 077



Extazee Software Solution

17.04.2020

INTENT TO OFFER EMPLOYMENT

Dear kavitha I,

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

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

For Extazee Software Solutions,

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

Devar Colony, Thillai Nagar, 1st Cross Road, West Extern, Tiruchirappalli - 620 018.

☎ : 431 2734 213 | Email : cssolution@gmail.com



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-256/3611/2020
Name : S.Kavitha
College : Prince Shri Venkateshwara Arts and Science College

Date: 4 February 2020

Dear S.Kavitha,

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.



GSTIN : 33AABCF2938E1Z0
PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & 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/2019-20/0350/60

Date: 10-Jan-2020

To

Ms. KAVIYA R
CHENNAI

Dear Ms. KAVIYA R ,

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 Defence Officers Colony, Ekkatuthangal, Chennai - 600 032.

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

☎ 044 - 2234 0036 / 2234 0046

2. CLAUSES:

The employer hereby prohibit the employee from engaging any sexual harassment at client's workplace and the employee promises 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: Ms. KAVIYA R

Date: 19/6/20

Signature:

PRINCIPAL

PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI-600 077

Page 5 of 5

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Waralpur, Trichy - 620 003

2/20, Iwaripuri Colony, Sainikpuri, Secunderabad - 500 094

5, Ayyappa Temple Street, Subbanpattiya, M.S. Nagar Post, Banaswadi Main Road, Bangalore - 560 033

312, Madhavahalli Layout, Sivnanda Colony, Tambot, Coimbatore - 041 012



Offer Mail - NextGen Trainee

1 message

Ashwin Ramesh <ashwin.r@ciglobalsolutions.com>

Fri, 20 Nov 2020 at 3:35 pm

To: kaviyarasu4224@gmail.com

Dear Kaviyaran,

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 1,42,560 (Rupees One Lakh Forty-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 30th Nov 2020 (Monday).

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,

Ashwin Ramesh

Human Resource

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

CI Global Technologies

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



Mobile: +91 99402 41533

Ph: +91-44-4864 6685

www.ciglobaltech.com



Disclaimer: This e-mail contains information, which may be confidential or proprietary intended only for the use of the individual or entity to whom they are addressed. If you are not the intended recipient, you should not use the contents of this information, distribute or copy this email. Please notify the sender immediately by e-mail if you have received this email by mistake and delete the email from your system.



Date:14-Dec-20

Ref No: RRF-4320

Ms. Keerthana B
Chennai,Tamilnadu

Dear Keerthana B,

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.

B. Kalpana
PRINCIPAL

**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 060.**

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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



GSTIN : 33AABCF2938E120
PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & 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/2019-20/0351/61

Date: 10-Jan-2020

To

Ms. KEERTHANA D
CHENNAI

Dear Ms. KEERTHANA D,

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 determined 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 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 Defence Officers Colony, Ekkatuthangal, Chennai - 600 032.

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

☎ 044 - 2234 0036 / 2234 0046

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: Ms. KEERTHANA D

Date: 18/06/20

Signature:

PRINCIPAL

PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI - 600 072

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Vitoriyur, Trichy - 620 003

23D, Iswaripuri Colony, Sankilpuri, Secunderabad - 500 094

5, Ayyappa Temple Street, Subbannapattaya, M. S. Nagar Post, Banaswadi Main Road, Bangalore - 560 033

312, Meshiantaram Layout, Silverlands Colony, Titafud, Coimbatore - 041 012



GSTIN : 33AABCF2938E1Z0
PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & 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/2019-20/0353/63

Date: 10-Jan-2020

To

Ms. KEERTHANA K
CHENNAI

Dear Ms. KEERTHANA K,

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 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 Defence Officers Colony, Ekkatuthangal, Chennai - 600 032.

E-mail : chennai@firstman.co.in

Website : www.firstman.co.in

☎ 044 - 2234 0036 / 2234 0046

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: Ms. KEERTHANA K

Date: 19/06/20

Signature:

PRINCIPAL

PRINCE SHRI VENKATESHWARA'S

ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI-600 077

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Worliur, Trichy - 620 004

23D, Iswaripur Colony, Sanvikun, Secunderabad - 500 064.

5, Ayyappa Temple Street, Subbannapalaya, M. S. Nagar Post, Banaswadi Main Road, Bangalore - 560 023.

312, Masilammal Layout, Sivananda Colony, Tatabad, Coimbatore - 541 012.



GSTIN : 33AABCF2938E120
PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & 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/2019-20/0352/62

Date: 10-Jan-2020

To

Ms. KEERTHANA S
CHENNAI

Dear Ms. KEERTHANA S,

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 in view business needs and deliverables to customers.

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

Page 1 of 5



GSTIN : 33AABCF2936E120

PAN : AABCF2936E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & 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

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: Ms. KEERTHANA S

Date: 18/6/20

Signature:

PRINCIPAL 22/06/20 of 5
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIWANKAM, CHENNAI-600 073

Regional Offices : # 11/38, First Main Road, Ramalinga Nagar, Worayur, Chennai - 600 032.
230, Iyengar Colony, Sankipati, Semmambadi - 600 094.
5, Ayyappa Temple Street, Subbannapalaya, M.S. Nagar Post, Banaswadi Main Road, Bangalore - 560 033.
312, Mestharama Layout, Sivananda Colony, Tattai, Coimbatore - 641 012.



GSTIN : 33AABCF2938E1Z0
PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & 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/2019-20/0354/64

Date: 10-Jan-2020

To

Ms. KEERTHANA Y
CHENNAI

Dear Ms. KEERTHANA Y,

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 in view business needs and deliverables to customers.

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

Page 1 of 5



GSTIN : 33AABCF2938E1Z0

PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & 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

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: Ms. KEERTHANA Y

Date: 19/10/20

Signature:

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

Letter of Intent

Dear Keerthi Malini S,
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

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



netrocon digital

March 03, 2020

Keerthika S
No.12 ,Prasanth colony,
Kamarajapuram,Sembakkam,
Chennai-73.

Dear Keerthika,

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 **6th 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,

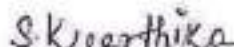
Yours truly,

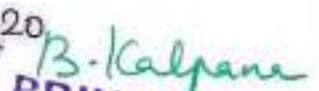
For Netrocon Digital,


Shirley Vincent,
Director

Accepted

Date of Joining: 6/5/2020


S. Keerthika
Keerthika S


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



Date: April 25, 2022

OFFER & APPOINTMENT LETTER

To,
Keerthika S

Dear Keerthika,

We are glad to inform you that, upon acceptance of this offer, you will be appointed as **Social Media Specialist (Chennai)** as per terms and conditions discussed and agreed upon as under:

1. You are expected to join Social Beat on or before June 06, 2022 and your appointment will be effective from the date of your joining.
2. Your monthly salary and annual salary details are included as an Annexure 1 to this letter. Your annual CTC will be ₹ 385600 which includes an annual bonus of ₹ 28000 payable at the completion of a year.
3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of Social Beat
4. Your future increments or promotion or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. You will be on probation for a period of three months during which the leave policy will not be applicable. After successful completion of your probation, your services as a permanent Team Member will be confirmed in writing. You are eligible to avail 1 leave per month during your probation, which is a part of your Annual Leave Balance.
6. You may end your employment by giving two months' notice (for confirmed Team Members) or 30 days of notice (for Team Members on probation), or Social Beat may terminate your employment by giving you 15 days' notice, in lieu thereof. Team Members on probation can have their service terminated by Social Beat without any prior notice. You are eligible to avail 1 leave per month during your notice period, which is a part of your Annual Leave Balance
 - i. During the notice period, you will ensure that all the assigned work has been completed / handed over to the satisfaction of Social Beat before you are

PRINCIPAL

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



relieved. The decision on the date on which you will be relieved rests solely with Social Beat. In case you terminate your employment before the expiry of the period of the contract, you will be expected to seek and source another individual to provide the services you render Social Beat.

- II. Social Beat reserves the right to terminate your services without notice for any of the reasons stated below after giving you a 3-day show cause notice:
 - a. Breach of Social Beat's standards with respect to integrity, ethics, honesty, sincerity and loss of confidence.
 - b. Failure to follow Social Beat's rules and regulations.
 - c. Failure to work up to the Management satisfactory level as agreed by the candidate in three months' time from the date of appointment.
 - III. Any false or misrepresented information or any willfully suppressed material information.
 - IV. Guilty in respect of moral turpitude or of dishonesty in dealing with Social Beat's material, documents or theft or misappropriation regardless of the value involved
 - V. Gross negligence or carelessness or inefficiency in performing your duties.
 - VI. Inefficiency and carelessness or misconduct, or actions against the interest of Social Beat willfully or due to negligence, oversight or ignorance of Social Beat's policies and procedures.
 - VII. Over staying leave
 - VIII. Being sick leading to an inability to perform duties adequately.
7. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on a full or part-time basis without prior permission of Social Beat in writing. Any contravention of this condition will entail the termination of your services from Social Beat.
8. You will keep Social Beat informed of any change in your residential address that may happen during the course of employment of your service with the organization.
9. Non-disclosure: All documents, programs, code, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence, etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated confidentially. You shall not utilize them for your own use or disclose to other persons during or after your employment. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during or post course of employment.
10. During the course of employment with Social Beat, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about vendors, financials, products, know-products/business events and business plans and business secrets and other information concerning the products / business of the organization, hereinafter



called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during or post course of employment.

Annexure 1: Cost to Social Beat

Name	Keerthika S	
Position	Social Media Specialist	
Expected DoJ	June 06, 2022	
Component	Monthly	Annual
Basic	₹ 15000	₹ 180000
HRA	₹ 6000	₹ 72000
Conveyance	₹ 1600	₹ 19200
Special	₹ 5400	₹ 64800
Sub Total (A)	₹ 28000	₹ 336000
Annual Bonus		₹ 28000
Sub Total (B)	₹ 0	₹ 28000
Employer PF Contribution (12%)	₹ 1800	₹ 21600
Employer ESI Contribution (3.25%)	₹ 0	₹ 0
Sub Total (C)	₹ 1800	₹ 21600
Total	₹ 29800	₹ 385600

In addition you are eligible for a Group Health Insurance Coverage of 2 Lakh INR

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

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: KEVIN RAHUL .R

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear KEVIN RAHUL .R,

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.

ANNEXURE-1

Name	: KEVIN RAHUL .R	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.



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 : KIRTHIKA PADMANABAN P

College : Prince Shri Venkateshwara Arts and Science College

Dear KIRTHIKA PADMANABAN P,

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
G@WRIVAKKAM, CHENNAI - 600 073.

Murali T
Head - Human Resource

Total Annual Compensation	1,90,000
----------------------------------	-----------------

IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Deed of Assignment and each Party holds one (1) copy thereof.

For Advantech Instruments and Services



HR Executive

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

Date: 12/3/2020

Ref No:

Performa Offer from Episource

Dear KIRUTHIGHAA.A

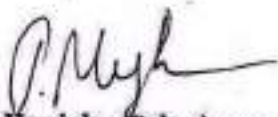
We are pleased to offer you an employment as per details given below:

- 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.

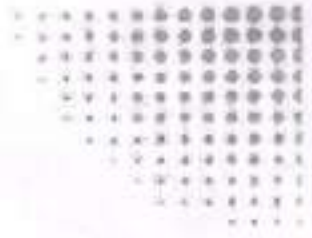
For Episource India Pvt Ltd.



Manjula Palanisamy
Associate Vice President - HR

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

Primechip



To,

K. Kishore

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Kishore,

Subject: Job offer letter for the position of Financial Analyst

Congratulations! On behalf of Primechip, you are offered the position of Financial Analyst at our esteemed organization. We will be glad if a confident, determined, and ambitious person like you works with us. We are sure that you will do great as a network engineer.

As you assume this post, you will ensure system availability and reliability, monitor performance, and system resource trending, utilization, and capacity planning, liaise with IT personnel and vendors for problem resolution, and perform system upgrades and network maintenance including hot fixes, service packs, patches, and security configurations.

The organization will offer you an annual package of **Rs.1,90,500** and based on how you perform there will be a hike of 15 percentage which is given after a period of one year gets over. In addition to that, you will also be offered paid leaves of total 30 days per year.

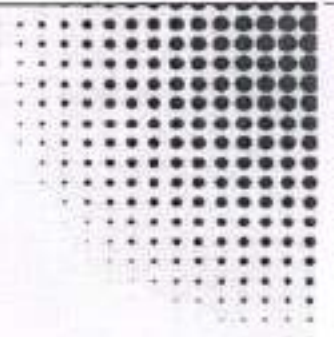
Upon accepting this offer from us, please send us a self-attested copy of this letter on or before 26.10.2020. As soon as we get it, we will inform you of the joining date and other details.

Yours Sincerely,

HR Manager

B. Kalpana
PRINCIPAL

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



To,

K. Kishore

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Kishore,

Subject: Job offer letter for the position of Financial Analyst

Congratulations! On behalf of Primechip, you are offered the position of Financial Analyst at our esteemed organization. We will be glad if a confident, determined, and ambitious person like you works with us. We are sure that you will do great as a network engineer.

As you assume this post, you will ensure system availability and reliability, monitor performance, and system resource trending, utilization, and capacity planning, liaise with IT personnel and vendors for problem resolution, and perform system upgrades and network maintenance including hot fixes, service packs, patches, and security configurations.

The organization will offer you an annual package of **Rs.1,90,500** and based on how you perform there will be a hike of 15 percentage which is given after a period of one year gets over. In addition to that, you will also be offered paid leaves of total 30 days per year.

Upon accepting this offer from us, please send us a self-attested copy of this letter on or before 26.10.2020. As soon as we get it, we will inform you of the joining date and other details.

Yours Sincerely,

HR Manager

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

No.9, Chitra Avenue, Choolai Medu, Chennai - 600 094. ☎ : 044 - 2374 0858

Email : primcechip@gmail.com

