



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/2019-20/0212/21

Date: 10-Jan-2020

To

Mr. KISHORE KUMAR B
CHENNAI

Dear Mr. KISHORE KUMAR B,

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-600 077

Page 1 of 5



GSTIN : 33AABCF2938E120
PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

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

E-mail : chennai@firstman.co.in

Website : www.firstman.co.in

☎ 044 - 2234 0036 / 2234 0040

2. CLAUSES:

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

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

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

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

WISH YOU ALL THE BEST!!!

For Firstman Management Services (P) Limited

Authorized Signatory

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

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

Name: Mr. KISHORE KUMAR B

Date: 08/6/20

Signature:

B. Kalpana

PRINCIPAL

PRINCE SHRI VENKATESHWARA

ARTS AND SCIENCE COLLEGE

GOVINDAVAKKAM, CHENNAI-600 077



GSTIN : 33AABCF2938E1Z0
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FIXED TERM APPOINTMENT LETTER

Ref No: FMS/IIT/APPLTR/2019-20/0213/22

Date: 10-Jan-2020

To

Mr. KISHORE KUMAR D
CHENNAI

Dear Mr. KISHORE KUMAR 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).

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

Page 1 of 5



GSTIN : 33AA8CF2938E120
PAN : AA8CF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

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E-mail : chennai@firstman.co.in

Website : www.firstman.co.in

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2. CLAUSES:

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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. KISHORE KUMAR D

Date: 19/6/20

Signature:

B. Kalpana
PRINCIPAL

PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE

Page 5 of 5

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Vandalur, Trichy - 620 015
23D, Jewaripuri Colony, Sainikpuri, Secunderabad - 500 094
5, Ayyappa Temple Street, Subbanapallya, M.S. Nagar East, Banarwad Main Road, Bangalore - 560 033
312, Madhavanthi Layout, Sivarama Colony, Talebad, Coimbatore - 641 012

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☎ 044 - 2234 0038 / 2234 0046

FIXED TERM APPOINTMENT LETTER

Ref No: FMS/IIT/APPLTR/2019-20/0212/21

Date: 10-Jan-2020

To

Mr. KISHORE KUMAR S
CHENNAI

Dear Mr. KISHORE KUMAR 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.

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- 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-600 073.

Page 1 of 5

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23D, Iswaripuri Colony, Eelinkipuri, Secunderabad - 500 094.

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

312, Maathrammai Layout, Sivananda Colony, Talabed, Coimbatore - 641 012.

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2. CLAUSES:

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WISH YOU ALL THE BEST!!!

For Firstman Management Services (P) Limited

Authorized Signatory

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

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. KISHORE KUMAR S

Date: 20/6/20

Signature:



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FIXED TERM APPOINTMENT LETTER

Ref No: FMS/IIT/APPLTR/2019-20/0359/69

Date: 10-Jan-2020

To

Ms.KOKILA S
CHENNAI

Dear Ms. KOKILA 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.

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- 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
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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073. Page 1 of 5



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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. KOKILA S

Date: 19.6.20

Signature:

PRINCIPAL

PRINCE SHRI VENKATESHWARA
 ARTS AND SCIENCE COLLEGE

GOWRIYANKAM, CHENNAI-600 073

Page 5 of 5

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Worliyer, Madurai - 625 004
 # 230, Jawahar Colony, Sainikpur, Secunderabad - 500 094,
 # 5, Ayyappa Temple Street, Subhannipalaya, M.S. Nagar Post, Bonawadi Main Road, Bangalore - 560 033.
 # 312, Mooliammal Layout, Sivananda Colony, Titabadi, Coimbatore - 641 012.

Letter of Intent

Dear Komaleswari J,
B.A – English,
Prince Shri Venkateshwaru 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 07, 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 600 079

Date: 12/3/2020

Ref No:

Performa Offer from Episource

Dear KOMATHI. S

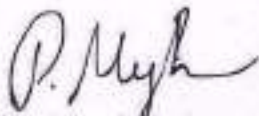
We are pleased to offer you an employment as per details given below:

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

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

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

For Episource India Pvt Ltd.



Manjula Palanisamy
Associate Vice President - HR

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 074



Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Ms. Kothaisree D
Chennai

Subject: Offer of Employment

Dear Kothaisree D,

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



netrocon digital

March 03, 2020

Kotteeswari U
Plot no 8, EB colony 3rd st,
Adambakkam, Chennai-88.

Dear **Kotteeswari U**,

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


U. Kotteeswari
Kotteeswari U


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

Dated: 14/12/2020

OFFER & APPOINTMENT LETTER

To,

Ms. Kowsalya R

Dear Kowsalya,

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 rules and regulations.

B. Kalpana
PRINCIPAL

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

New Tech Industries

14th February 2020

LETTER OF OFFER

V.Kumudha
Chennai

Dear V.Kumudha,

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.

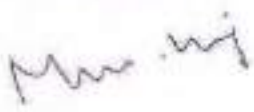
You shall have to track bugs and resolve them within the stipulated timeline. You must also monitor the debugging process. You must check the causes of the non-performance of product and communicate the same to the concerned team.

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. Kalpana
PRINCIPAL

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

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



BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

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



March 02, 2020

Private and Confidential

Ms.Lakshmi Priya S
Santhosapuram, Chennai

Sub: Offer of Employment.

Dear Brindha,

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

Position & Joining:

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

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

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

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

Compensation:

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

You will be employed at Bee High Media, Chennai.

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

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

05th Oct'2020

Sub: Offer Letter

Dear Ms. Lakshmi,

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.

Company
23, North Ring Road,
Mandla Apartments,
Chennai - 17

Company
161 SP, Sector 51
Gurugram - 122008

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

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

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

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

Annexure 1
Salary Break up for Ms. Lakshmi

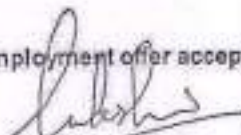
#	Description	Salary (First 3 months)	Salary (Month 4 – 12)
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2	Housing Rental Allowance	4,500	5,000
3	Travel Allowance	1,600	1,600
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	Total (per month)	18,000	20,000
	TDS deduction as applicable		

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

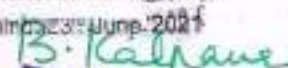
Director of Possibilities

Employment offer accepted;


Ms. Lakshmi

Date of Acceptance: 21/6/24

Date of joining: 23/June/2024


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

09-12-2020

M.Latha
Chennai

Subject: LETTER OF OFFER

Dear M.Latha

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 28.12. 2020.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Coimbatore**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources

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

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	M.Latha	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	28-12-2020	
CTC	204000/- per annum	
	Pay structure	Monthly
	Annual	
Fixed Components		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
	Salary (C1)	14510
		174120
Statutory Components		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
	Benefit's(C2)	1663
		19956
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
	Reimbursements(C3)	0
		0
Statutory Bonus		
	827	9924
	CTC (Total C1+C2+C3 + Statutory Bonus)(a)	204000
Deductions		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
Total Deductions (b)	1300	15600
*Net Take Home (a - b - C2)	14037	168444
Total CTC	17000	204000

* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

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

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noida 201 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

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

CIN- L74140DL1991PLC046369

www.hclbpo.com

Date: December 21, 2020

Private and Confidential

Lavanya. N

No.8/7, Kambar Street, Muthulakshmi Nagar,
Chitlapakkam, Chennai,
Tamil Nadu, India - 600064

Dear Lavanya.,

With reference to your application and subsequent interview, we are pleased to make you an offer - cum - appointment with HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company") as **Customer Service Representative**. You are required to report on December 22, 2020, at 09:00 a.m., at the address: HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.

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

B. Kalpana
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWDIPAKKAM, CHENNAI-600072
Signature of the employee



Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Ms. Lavanya B
Chennai

Subject: Offer of Employment

Dear Lavanya B,

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.

ADVANTECH INSTRUMENTS AND SERVICES

No.13B, DABC Avenue, Nolambur, Mogappair West,
Chennai - 600 095, Tamil Nadu, India. Mobile : 88259 99800

Date: 22-10-2020

Strictly Personal & Confidential

Lavanya K
Nanganallur, Chennai.

Dear Lavanya K,

Consequent to your campus interview and personal discussions with the representatives of the Company, Advantech Instruments and Services is pleased to offer you the designation of **ProcessExecutive** at our Chennai Office. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (**the "Agreement"**); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (**the "Covenants Agreement"**); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the

B. Kalpana

PRINCIPAL

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

05th Oct'2020

Sub: Offer Letter

Dear Ms. Lekha,

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.

Client:
22, North Boag Road,
Sandra Apartments,
Chennai - 17

Signature:
161 St. Sector 5a
Surugam - 122008

B. Kalpana
PRINCIPAL
PRINCE SURI 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. Lekha

#	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;

Lekha
Ms. Lekha

Date of Acceptance: 22/6/21

Date of joining: 22/06/2021

B. Kalpana
PRINCIPAL

**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 077**

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: LEKHA.V

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear LEKHA.V,

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 : LEKHA.V	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 VENKATESH
ARTS AND SCIENCE COLLEGE
GOWRIYAKKAM, CHENNAI - 600 073.

05th Oct'2020

Sub: Offer Letter

Dear Mr. Lingeshwaran,

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.

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3. Un-availed paid leave's will be compensated at the end of 12 months.
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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 90 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.*
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Annexure 1
Salary Break up for Mr. Lingeshwaran

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	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;

Lingeshwaran
Mr. Lingeshwaran

Date of Acceptance: 21/6/21

From 01/07/2021 to 31/03/2021..

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

Letter of Intent

Dear Logapriya S,
B.COM,
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 07, 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-600 073

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: LOGESHWARI .S

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear LOGESHWARI .S,

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	: LOGESHWARI S	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

Dated: 14/12/2020

OFFER & APPOINTMENT LETTER

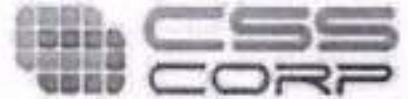
To,

Ms. Logeswari S

Dear Logeswari,

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 rules and regulations.



Date:14-Dec-20

Ref No: RRF-4325

Mr. Lokesh D
Chennai,Tamilnadu

Dear Lokesh D,

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
GOWRVAKKAM, 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 56768000 ,www.csscorp.com

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noida 201 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

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

CIN- L74140DL1991PLC046369

www.hclbpo.com

hcl.com

Date: December 21, 2020

Private and Confidential

Logesh. M

**No.2, 5th Street, North Ram Nagar,
Madipakkam, Chennai,
Tamil Nadu, India - 600091**

Dear Logesh.,

With reference to your application and subsequent interview, we are pleased to make you an offer - cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company")** as **Customer Service Representative**. You are required to report on December 22, 2020, at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

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

B. Kalpana
PRINCE SHREYAS SHIVARA
Principal Officer
GOWRIKAMM, CHENNAI - 600 073.

LTI
Let's Solve

ANNEXURE-1

Name	: MADHUMITHA .M	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.

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: MADHUMITHA .M

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear MADHUMITHA .M,

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

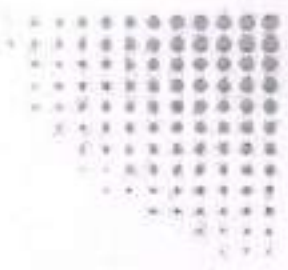
Name	: MADHUMITHA .M	Date	: November 14, 2019
Salary Grade	: AT1		
Components	Rs. p.a.	Rs. p.m.	
Basic			15,000
Bouquet of Benefits			3,000
A. Base Salary (PA)	216,000		18,000
Annual Incentive	10,000		
B. Total Variable (PA)	10,000		
C. Total Target Cash (A+B)	226,000		
Provident Fund (PF)	21,600		1,800
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.**

Primechip



To,

R. Magesh

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Magesh,

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-600 077

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: MAGESH .S

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear MAGESH .S,

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	: MAGESH S	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



Date:14-Dec-20

Ref No: RRF-4329

Ms. Mahalakshmi B
Chennai,Tamilnadu

Dear Mahalakshmi 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 J11B** 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 - 600 072

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



BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

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



March 02, 2020

Private and Confidential

Ms. Mahalakshmi D
Guduvanchery, Chennai

Sub: Offer of Employment.

Dear Brindha,

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

Position & Joining:

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

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

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

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

Compensation:

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

You will be employed at Bee High Media, Chennai.

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

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

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: MAHALAKSHMI .K

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear MAHALAKSHMI .K,

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

Letter of Intent

Dear Mahalakshmi A K,
B.COM,
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 07, 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-500 071

Letter of Intent

Dear Mahalakshmi K,
B.COM,
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 07, 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
COWDRAKKAL, DISTRICT, MADHURAI

09-12-2020

A.Malathi
Chennai

Subject: LETTER OF OFFER

Dear A.Malathi

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 28.12. 2020.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Coimbatore**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources


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

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	A.Malathi	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	28-12-2020	
CTC	204000/- per annum	
	Pay structure	
	Monthly	Annual
Fixed Components		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
Salary (C1)	14510	174120
Statutory Components		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
Benefit's(C2)	1663	19956
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	827	9924
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17000	204000
Deductions		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
Total Deductions (b)	1300	15600
*Net Take Home (a - b - C2)	14037	168444
Total CTC	17000	204000

* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

B. Kalpana
PRINCIPAL
ARUNACHAL VENKATESHWARA
GOWRIVARA M. CHENNAI-600 073



Date:14-Dec-20

Ref No: RRF-4333

Ms. Malathy A
Chennai,Tamilnadu

Dear Malathy A,

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
MADHAVAKKAM, CHENNAI-600 077

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

Letter of Intent

Dear Malini G,
B.COM,
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 07, 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-600 073

ADVANTECH INSTRUMENTS AND SERVICES

No.13B, DABC Avenue, Nolambur, Mogappair West,
Chennai - 600 095, Tamil Nadu, India. Mobile : 88259 99800

Date: 22-10-2020

Strictly Personal & Confidential

Mani Maran K
Nanganallur, Chennai.

Dear Mani Maran,

Consequent to your campus interview and personal discussions with the representatives of the Company, Advantech Instruments and Services is pleased to offer you the designation of **Process Executive** at our Chennai Office. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (the "Agreement"); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (the "Covenants Agreement"); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the Company, the terms of the Agreement and/or the Covenants Agreement, as the case may will prevail.

Your employment with the Company will also be guided by the core values and beliefs of the Company with the objective of facilitating the operations of the Company.

Validity of Offer

The offer of employment under this Agreement will be valid for ten days after issuance. If the offer of employment is acceptable to you, please intimate your acceptance of the same by sending an e-mail to hr@advantech.com on or before the tenth day and please sign and return the original signed copy of this Agreement and the Covenants Agreement to the Company on or before the Date of Joining (30-10-2020).

B. Kalpana
PRINCIPAL

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

ADVANTECH INSTRUMENTS AND SERVICES

No.13B, DABC Avenue, Nolambur, Mogappair West,
Chennai - 600 095, Tamil Nadu, India. Mobile : 88259 99800

COMPENSATION BREAKUP

Components	Per Annum
Basic Salary	60,000
House rent allowance	69,000
Leave Travel Concession	10,000
Food Coupon	16,400
Statutory Bonus @ 8.33%	11,400
Position Allowance	9,360
Company's Contribution to PF	8,840
Total Fixed Compensation	1,85,000
Variable pay	5,000
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
CHENNAI - 600 095



SUTHERLAND

PROVISIONAL OFFER LETTER

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

Dear Maniganda Prabu V (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**

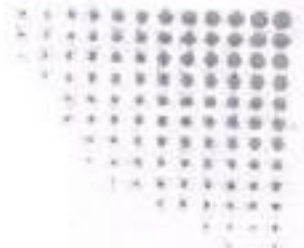
B. Kalpana
PRINCIPAL

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

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

Primechip



To,

G. Manikandan

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Manikandan,

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 0036 / 2234 0046

FIXED TERM APPOINTMENT LETTER

Ref No: FMS/IIT/APPLTR/2019-20/0301/45

Date: 04-Feb-2020

To

Mr. MANIKANDAN M
CHENNAI

Dear Mr. MANIKANDAN M,

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
VAKKAM, CHENNAI-600 077

Page 1 of 5

Regional Offices : # 11/06, First Main Road, Ramalinga Nagar, Worayur, Trichy - 620 003.

23D, Jawahar Colony, Sainikpuri, Secunderabad - 500 094

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

312, Meethiammal Layout, Sivananda Colony, Tatabad, 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 : chenna@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. MANIKANDAN M

Date: 17/6/20

Signature:

PRINCIPAL
PRINCE SHRI VENKATESWARA
ARTS AND SCIENCE COLLEGE
GANAPURAVAKKAM, CHENNAI-600 07

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

230, Iswaripur Colony, Eelnikipur, Secunderabad - 500 094.

5, Ayyappa Temple Street, Subbannapalayam, M. S. Nagar Post, Banarwanth Nagar, Bangalore - 560 033.

312, Moolanagar Layout, Sivanandhi Colony, Tatabad, Coimbatore - 641 012.



Date:14-Dec-20

Ref No: RRF-4336

Mr. Manimaran S
Chennai, Tamilnadu

Dear Manimaran 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.

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

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
COMMUNAL, CHENNAI-600032



Date:14-Dec-20

Ref No: RRF-4340

Ms. Manimekalai G
Chennai,Tamilnadu

Dear Manimekaial G,

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

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

TERMS AND CONDITIONS:

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

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 07

LTI

Let's Solve

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: MANIRAJAN .P

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear MANIRAJAN .P,

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.2,50,404/- 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 : MANIRAJAN .P		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	8,654	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
GOWRIYAKKAM, CHENNAI-600 073

05th Oct'2020

Sub: Offer Letter

Dear Ms. Manisha,

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
22, North Bow Road,
Mandla Apartments,
Chennai - 17

Chennai
91 SR, Sector 51
Sungarim - 122008

0752
4701 Da
3019 106, Nambur
PA 17003

B. Kalpana
PRINCIPAL

**PRINCE SHRIVENKATESHWARA
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. Manisha

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

Manisha
Ms. Manisha

Date of Acceptance: 20/6/21

Date of Joining: 22/07/21

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/AID-256/3614/2020

Name : M.Manju

Date: 4 February 2020

College : Prince Shri Venkateshwara Arts and Science College

Dear M.Manju,

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)).

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

Regards,



Murali T
Head - Human Resource

BIG TREE BIOTECH

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

+044 27274200

bigtreebt@gmail.com

LETTER OF APPOINTMENT

12-Mar-2020

Ms. Mannyakrishnan K
Prince Shri Venkateshwara Arts and Science College
Chennai

Dear Mannyakrishnan,

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

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

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

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

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

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

We look forward to having you join our team!

Sincerely,



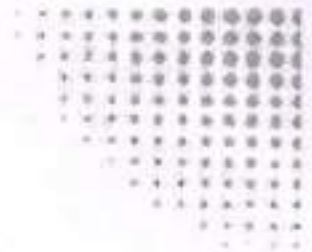
Manager

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

[Mannyakrishnan K]

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

Primechip



To,

M. Manoj Kumar

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Manoj Kumar,

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.



Date:14-Dec-20

Ref No: RRF-4343

Mr. Manoj M V
Chennai, Tamilnadu

Dear Manoj M V,

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**

CHENNAI

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



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

Offer Letter

REF : WAPL/JID-256/3574/2020
Name : C.Maria Eksiba
College : Prince Shri Venkateshwara Arts and Science College

Date: 4 February 2020

Dear C.Maria Eksiba,

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
GOWRIVAKKAM, CHENNAI-600 072

Murali T
Head - Human Resource



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

Offer Letter

REF : WAPL/JID-256/3579/2020
Name : S.Mariya Jasmin
College : Prince Shri Venkateshwara Arts and Science College

Date: 4 February 2020

Dear S.Mariya Jasmin,

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.OJ 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
GOWRIVAKKAM, CHENNAI-600 07

Murali T
Head - Human Resource

SAMTECH SOLUTIONS

10-Mar-2020

S.Mariyappan
Prince Shri Venkateshwara Arts & Science College

Dear S.Mariyappan,

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

1. Start Date and Employment Status:

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

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

3. Benefits:

We offer a comprehensive benefits package, including:

Medical, dental, and vision insurance

Paid time off (PTO) and holidays.

Flexible spending accounts (FSAs)

Employee assistance program (EAP)

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

4. Job Duties and Responsibilities:

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

Developing and maintaining web applications and websites

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

Writing clean, efficient, and well-documented code

Debugging and troubleshooting issues with web applications

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

B. Kalpane
PRINCIPAL

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

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

SAMTECH SOLUTIONS

5. Confidentiality and Non-Disclosure:

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

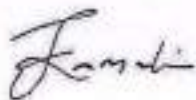
6. Termination:

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

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

We look forward to having you join our team.

Sincerely,



Kannaki S

**Manager – Human resources
Samtech Solutions**

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

Agreed and Accepted by

S.Mariyappan