



Date:16-Dec-20

Ref No: RRF-4366

Ms. Meenambika K
Chennai,Tamilnadu

Dear Meenambika K,

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

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

TERMS AND CONDITIONS:

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

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

CSS Corp Private Limited
CIN: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

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

Date: December 14, 2020

Private and Confidential

Meenatchi. C

**No.28/E, Shanthi Nagar, 3rd Cross Street,
Gowrivakkam, Chennai,
Tamil Nadu, India - 600073**

Dear Meenatchi.,

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 15, 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

Signature of the employee

HCL

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



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

Offer Letter

REF : WAPL/JID-256/3614/2020

Date: 4 February 2020

Name : C.Meenatchi

College : Prince Shri Venkateshwara Arts and Science College

Dear C.Meenatchi,

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.

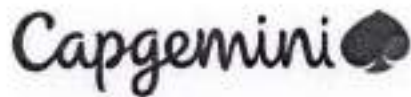
We will inform you the D.O.J after completing your probation period. At the time of joining please submit the photocopy of following documents (Educational documents, 5 Passport size photograph, Address proof and Id proof (Aadhaar Card, PAN Card)).

Regards,



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

Murali T
Head - Human Resource



Cappgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.cappgemini.com

Date: December 12, 2019

Ref No: HR/Campus/LO15274733/1

**Ms. Meghala K,
Prince Shri Venkateshwara Arts And Science College**

Letter of Intent ("LOI")

Dear Meghala,

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

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

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

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

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

Upon joining Cappgemini,

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



netrocon digital

March 03, 2020

Mehar Rahmath N
No:4/36 TNEB Colony, 6th cross
street, Menambedu, Ambattur, Chennai-53.

Dear Mehar Rahmath,

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**.

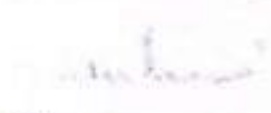
- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 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,

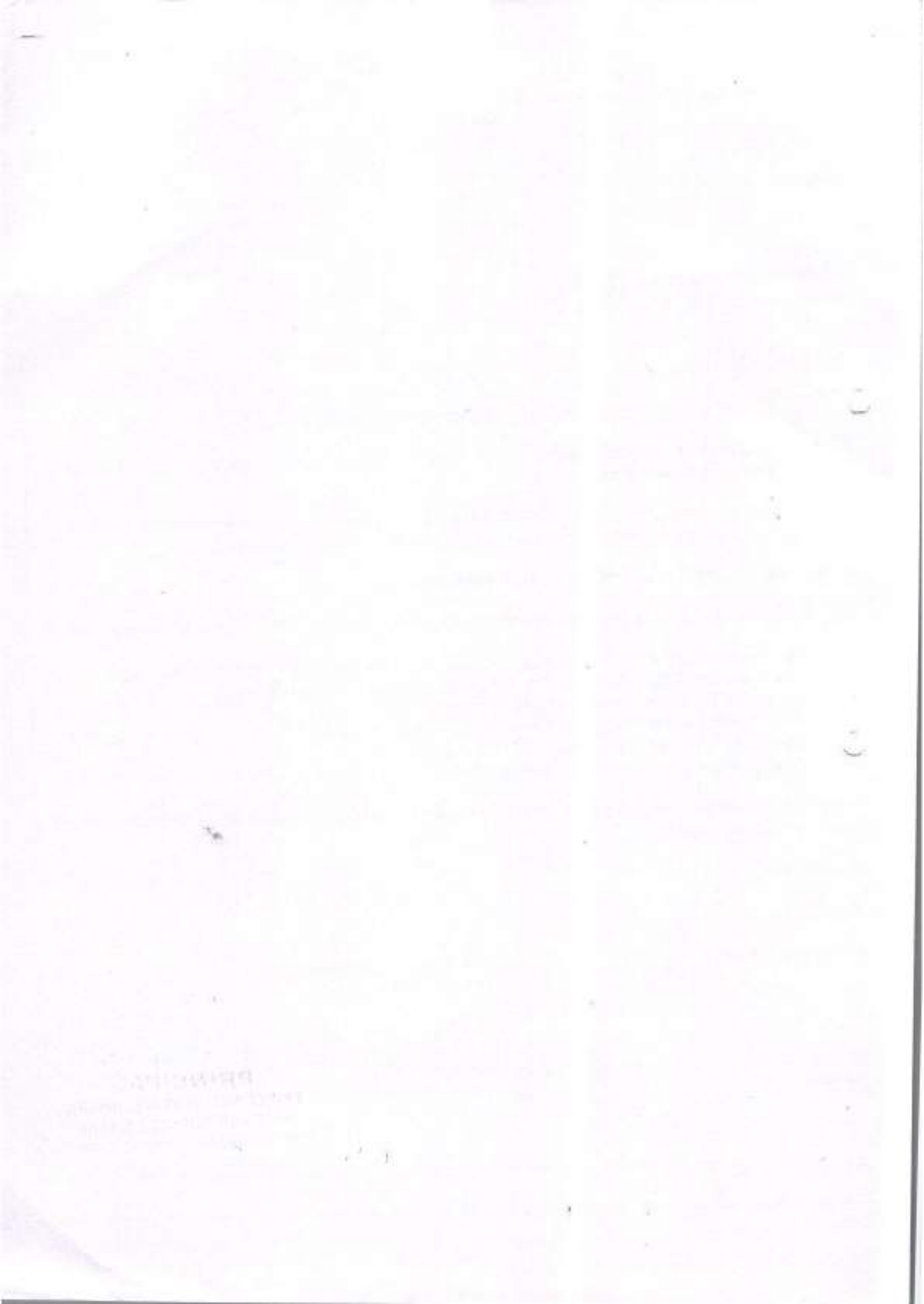
For Netrocon Digital,


Shirley Vincent,
Director

Accepted
Date of Joining: 6/5/2020


Mehar Rahmath N


PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 076



PROBATION

Your probation period will 12 months from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period.

VALIDITY

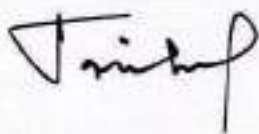
This offer is valid for acceptance within 2 weeks from the date of issuance.

APPOINTMENT

The appointment will be effective from the date 01-Sep-2020. You are required to submit the following documents:

- Proof of your academic qualifications / professional / qualifications / Residential Address (Ration Card /Passport copy).
- Photocopy of PAN Card.
- Photocopy of Aadhar Card.
- Latest Passport size photographs (Self) – 3 Nos.

Best Regards,



HR – Head

Mayukkam Technology Solutions 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

Mohan H
Kovilambakkam, Chennai,

Dear Mohan,

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 heartfelt 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
POURIVAKKAM, CHENNAI-600 077

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	60,000
Leave Travel Concession	10,000
Food Coupon	16,400
Statutory Bonus @ 8.33%	11,400
Position Allowance	9,350
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
GOWRIVAKKAM, CHENNAI-600 073



**SOCIAL
BEAT**
ROI Driven Digital Marketing

BANGALORE | CHENNAI | GURUGRAM | MUMBAI

Date: April 25, 2022

OFFER & APPOINTMENT LETTER

To,
Mohan Kumar D

Dear Mohan Kumar,

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

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

326, Fountain Plaza, 6th Floor,
Pantheon Road, Egmore, Chennai-600008.

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIYAKKAM, CHENNAI - 600 073.
P: 044 4206 5648 | www.socialbeat.in



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

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



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

Annexure 1: Cost to Social Beat

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

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

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

SAMTECH SOLUTIONS

5. Confidentiality and Non-Disclosure:

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

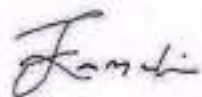
6. Termination:

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

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

We look forward to having you join our team.

Sincerely,



Kannaki S

**Manager – Human resources
Samtech Solutions**

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

Agreed and Accepted by

G.Mohan Kumar



PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 03-August-2020

Dear Mohan Raj R (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. Kalpave
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 072

This is digitally generated soft copy hence signature is not required

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1693010

Jan 20, 2021

Dear Mohana Sundaram N,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be Programmer Trainee. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

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

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

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

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

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

<https://campus2.cognizant.com/cognizant.com/Pages/Prelogin>

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

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



netrocon digital

March 03, 2020

Mohanapriya N
No.1/494, Karthikeyapuram,
Errikarai street, Madipakkam.

Dear Mohanapriya,

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: 06/05/20

Mohanapriya N

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



Date:16-Dec-20

Ref No: RRF-4368

Ms. Mohanasundari J
Chennai,Tamilnadu

Dear Mohanasundari J,

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

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

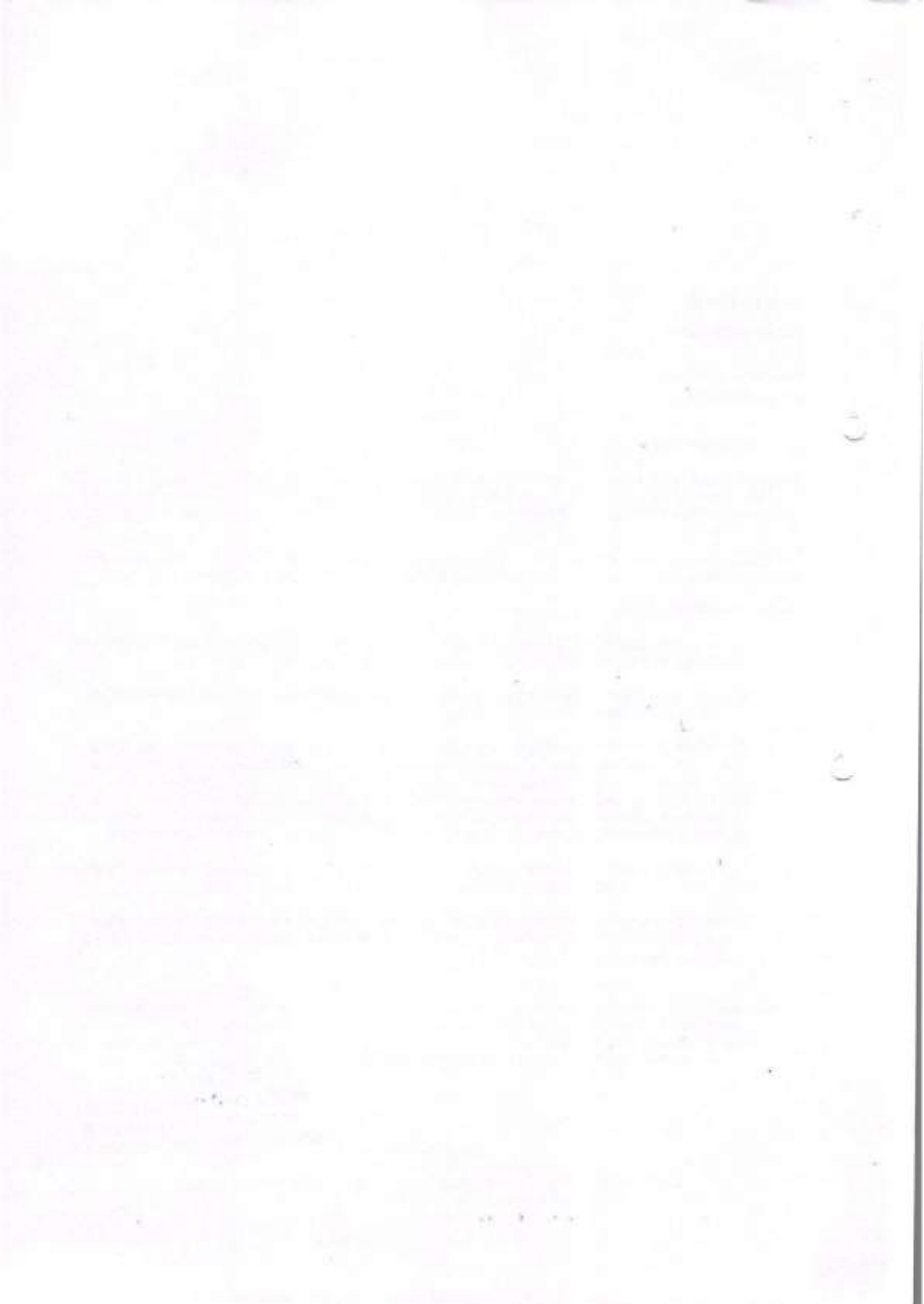
TERMS AND CONDITIONS:

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

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

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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



Dated: 08/12/2020

OFFER & APPOINTMENT LETTER

To,

Ms. Monica R

Dear Monica,

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 28, 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
BRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOMRIYAKKAM, CHENNAI-600 073.



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

Offer Letter

REF : WAPL/JID-256/3617/2020

Date: 4 February 2020

Name : S.Monica

College : Prince Shri Venkateshwara Arts and Science College

Dear S.Monica,

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,



Murali T
Head - Human Resource

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



Date:16-Dec-20

Ref No: RRF-4370

Ms. Monickha V
Chennai,Tamilnadu

Dear Monickha 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
GOWRIVAKKAM, 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

Dated: 08/12/2020

OFFER & APPOINTMENT LETTER

To,

Ms. Monika M

Dear Monika,

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 28, 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.

1
Khaleel Shirazi Estate, 6th Floor, No. 326, Fountain PIAART Building, Ready Estate, Chennai -
COWRIVAKKAM

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE

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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 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. Monika

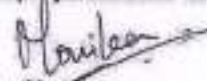
#	Description	Salary (First 3 months)	Salary (Month 4 – 12)
1	Basic Salary	9,000	10,000
2	Housing Rental Allowance	4,500	5,000
3	Travel Allowance	1,600	1,600
4	Other Allowances (Medical, Special Allowances)	2,900	3,400
	Total (per month)	18,000	20,000
	TDS deduction as applicable		

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

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted:


Ms. Monika

Date of Acceptance: 21/6/21 *B. Kalpana*
Date of joining: 28/7/2021

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

Dated: 08/12/2020

OFFER & APPOINTMENT LETTER

To,

Ms. Monisha P

Dear Monisha,

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 28, 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.

05th Oct'2020

Sub: Offer Letter

Dear Ms. Monisha,

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 – 06:00 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.

One MG
23, North Beach Road,
Marina Apartments,
Chennai-17

One MG
161 SE, Sector 31
Gurgaon-122001

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

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. Monisha

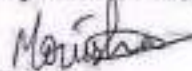
#	Description	Salary (First 3 months)	Salary (Month 4 – 12)
1	Basic Salary	9,000	10,000
2	Housing Rental Allowance	4,500	5,000
3	Travel Allowance	1,600	1,600
4	Other Allowances (Medical, Special Allowances)	2,900	3,400
	Total (per month)	18,000	20,000
	TDS deduction as applicable		

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

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;



Ms. Monisha

Date of Acceptance: 22/6/21

Date of Joining: 23rd June '2021

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



netrocon digital

March 03, 2020

Monisha M
No.1/494, Karthikeypuram,
Errikarai street, Madipakkam.

Dear Monisha,

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,

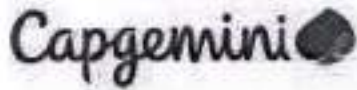

Shirley Vincent.
Director

Accepted

Date of Joining: 6/5/2020


Monisha M

B. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
No. 1/494, Karthikeypuram, Errikarai Street, Madipakkam, Chennai - 600 010. Ph: 044-



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1853021

Letter of Intent ("LOI")

Dear Moses Raj A,

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

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

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

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

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

2014年10月25日
星期日
10月25日
星期日



SUTHERLAND

PROVISIONAL OFFER LETTER

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

Dear Moulika S (BCA)

Congratulations!!!

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

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

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

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

Yours sincerely,

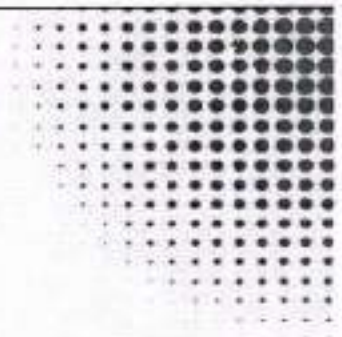
**Talent Acquisition
Sutherland**

B. Kalpana
PRINCIPAL

**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE**
COMPOUND ROAD, PERUNGULATHUR, CHENNAI - 600063

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



To,

R. Mugunthan

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Mugunthan,

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
GOWRIYAKKAM, CHENNAI - 600 673.

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

Email : primcechip@gmail.com





Date:16-Dec-20

Ref No: RRF-4373

Mr. Mukesh A
Chennai, Tamilnadu

Dear Mukesh 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
GOWRIVAKKAM, CHENNAI-600 073.**

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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

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 14, 2020

Private and Confidential

Mukesh. K

**No.10E, Annal Therasa Street,
Gundumedu, New Perungalathur, Chennai,
Tamil Nadu, India - 600063**

Dear Mukesh.,

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 15, 2020, at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

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

B. Kalpana

PRINCIPAL
SHRI KRISHNA SWAMI
GOVINDARAJAN
CHENNAI-600 073

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Handwritten notes at the bottom left corner, including the word "NOTE" and some illegible scribbles.

05th Oct'2020

Sub: Offer Letter

Dear Mr. Murugan,

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

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

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

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

A. Key Responsibilities

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

B. Work Schedule

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

C. Leave Policy

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

Chennai
23, North Beach Road,
Marina Apartments,
Chennai-17

Chennai
161, SR Techno Park,
Gurugram-600048

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIYAKKAM, 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 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."
- I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

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

Annexure 1
Salary Break up for Mr. Murugan

#	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 Resources

Employment offer accepted;

Murugan
Mr. Murugan

Date of Acceptance: 21/6/21

Date of Joining: 23 June 2021

B. Kalpame
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
CHENNAI - 600 073

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: MURUGANANDHAM

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear MURUGANANDHAM,

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

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

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

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

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

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

TERMS AND CONDITIONS

- 1. Increments and Promotions**
Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.
- 2. Overseas Deputation/International Assignment**
It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.
Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.
- 3. Documents**
Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

B. Kalpana
PRINCIPAL

**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 072**

ANNEXURE-1

Name : MURUGANANDHAM		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)	215,000	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	

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

Letter of Intent

Dear Muthu Eswari P,
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. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 077

Letter of Intent

Dear Muthu Raj M,
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. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 072

(1)

(2)

Handwritten text, possibly a signature or date, located in the lower-left quadrant of the page.



netrocon digital

March 03, 2020

Muthulakshmi N
No.1/494, Karthikeyapuram,
Errikarai street, Madipakkam.

Dear Muthulakshmi,

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

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

BIO ANALYTICAL SERVICES

EMPLOYMENT OFFER

Ref No: BAS/2020/CI/058

Dear **Muthumanikandan S,**

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

Job Responsibilities:

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

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

Joining Details:

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

Code of Conduct:

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

Salary Structure:

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

Non-Disclosure:

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

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

+044 63637089

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOTRIWAKKAM, CHENNAI 600075.

BIO ANALYTICAL SERVICES

Termination Period:

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

Tax Advice:

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

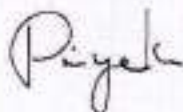
Submitting Documents:

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

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

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

Sincerely,



Priyanka

Head - HR

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

New Tech Industries

14th February 2020

LETTER OF OFFER

B.Nalini
Chennai

Dear B.Nalini,

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.

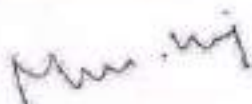
You shall have to track bugs and resolve them within the stipulated timeline. You must also monitor the debugging process. You must check the causes of the non-performance of product and communicate the same to the concerned team.

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
COWRIVAKKAM, CHENNAI-600 073.

15772, Kadambur Main Road, Gudalur Village,
Near Gudalur Elementary School,
Maraimalai Nagar, Chennai - 603 209.
94458 08801

09-12-2020

G.V.Nanci
Chennai

Subject: **LETTER OF OFFER**

Dear G.V. Nanci

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

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	G.V. Nandl	
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
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 075

New Tech Industries

14th February 2020

LETTER OF OFFER

D.Nancy Pavithra
Chennai

Dear D.Nancy Pavithra,

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,



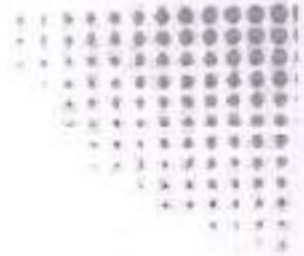
General Manager

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

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

94456 08801

Primechip



To,

R. Nandha Gopal

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Nandha Gopal,

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



Letter of Intent (LOI)

Superset ID: 1713406

Feb 06,2021

Dear Nandhini Devi S

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be Programmer Trainee. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

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

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

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

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

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

<https://campus2.cognizant.com/Pages/Prelogin>

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

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



Date:16-Dec-20

Ref No: RRF-4379

Ms. Nandhini E
Chennai,Tamilnadu

Dear Nandhini E,

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

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

TERMS AND CONDITIONS:

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

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

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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

09-12-2020

K.Nandhini
Chennai

Subject: LETTER OF OFFER

Dear K.Nandhini

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

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	K.Nandhini	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	25-12-2020	
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
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GGWRIVAKKAM, CHENNAI-600 073.

New Tech Industries

14th February 2020

LETTER OF OFFER

D.Nandhini
Chennai

Dear D.Nandhini,

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, Kodambur Main Road, Gudalur Village,
Near Gudalur Elementary School,
Maraimalai Nagar, Chennai - 603 209.

94458 08801

New Tech Industries

14th February 2020

LETTER OF OFFER

J.Nandhini
Chennai

Dear J.Nandhini,

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.

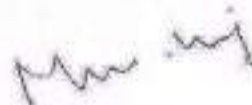
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The tentative Joining date will be 4th May 2020. A detailed appointment order will be issued at the time of joining. Please notify your acceptance through email on or before 28th February 2020.

We look forward to working with you.

Yours sincerely,



General Manager

B. Kalpane
PRINCIPAL

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

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

94458 08801



Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Ms. Nandhini J K
Chennai

Subject: Offer of Employment

Dear Nandhini J K,

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.

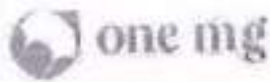
Your appointment letter, along with details of your responsibilities will be handed over to you on the date of joining. Please note that the details of your salary are strictly private and confidential and should not be disclosed to others.

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



05th Oct'2020

Sub: Offer Letter

Dear Ms.Nandhini,

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 Bus Stop Road,
Marula Apartments,
Chennai - 67

Company
181 SF, Sector 21,
Gurugram - 122042

B. Kalpana
PRINCIPAL
PRINCE SHRIVENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIYAKKAM, CHENNAI-600 072

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. Nandhini

#	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;

Nandhini

Ms. Nandhini

Date of Acceptance: 22/6/21

Date of Joining: 23rd June '2021

B. Kalpana
PRINCIPAL

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

05th Oct'2020

Sub: Offer Letter

Dear Mr. Narenkumar,

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.

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

Chennai
23, North Beach Road,
Hendris Apartments,
Chennai-37

Chennai
161 St. Xavier's
Gurugram-122002

B. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-500 07

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."
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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;

Narenkumar

Mr. Narenkumar

Date of Acceptance: 20/6/21

Date of joining: 27 June '2021

B. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIWAKKAL, CHENNAI-600 0