

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: BLESSY ELIZABETH.J

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear BLESSY ELIZABETH.J,

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

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,63,037/- 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'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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

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

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

TERMS AND CONDITIONS

1. Increments and Promotions

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

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense. Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

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

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

ANNEXURE-1

| Name | : BLESSY ELIZABETH.I | Date | : September 13, 2021 |
|------------------------------|----------------------|----------|----------------------|
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | 15,000 | |
| Bouquet of Benefits | | 3,000 | |
| A. Base Salary (PA) | 216,000 | 18,000 | |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | 1,800 | |
| Gratuity | 8,664 | 722 | |
| Mediclaime Premium | 6,773 | | |
| D. Retirals & Other Benefits | 37,037 | | |
| Cost to Company (CTC) C+D | 263,037 | | |

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

JU AAD
3rd Floor, Raghav Arcade, Kamaraj Nagar,
Thiruvanmiyur, Chennai - 600041
Date: 25th June 2021

Boopathy R,

This is with reference to your application and the subsequent discussions we had on you taking up employment in the company based at our Chennai Office. In this context, we are pleased to appoint you as "Social Media Manager" on the following terms & conditions:

1. Employment Type: Permanent, (Probation - 1 month)

2. Below are your CTC details:

| Breakup of Compensation Package (All figures are in INR) | | |
|---------------------------------------------------------------------------------------------------------------------|---------------|-----------------|
| CTC - INR 2,34,000 | | |
| Salary | Monthly | Annual |
| Base | 18,000 | 2,16,000 |
| Reimbursement | 1500 | 18,000 |
| Total | 19,500 | 2,34,000 |
| Notes: 1. Incentives & Reimbursements are variable 2. Reimbursements will be processed on producing bills | | |

3. Reporting & Job Assignment: During your employment with the Company, you shall be reporting to Ms. Mridula Ramadugu and your timings shall be governed by the working hours of our office. You may during the course of your tenure may be given any assignment and / or additional assignment arising out of the Company's business that the management, in its subjective judgment, feels is suited to your background, qualifications or experience.

4. Salary will be processed on or before the 5th of every month, Incentives & reimbursements will be processed every Quarter. (Reimbursements are over and above your base salary and is subject to submission of bills and will be capped at INR 1500/month)

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

Acceptance:

I have read the principle terms of my employment with Jugaad and confirm my acceptance of the aforementioned terms. I hereby also declare to comply with the terms of this employment letter, the Code of Conduct of the company and all other policies, as may be amended from time to time.

Thanking you,

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
COINDIVAKURTI, TELANGANA, INDIA



For Jugaad,

Authorized Signatory Signature

Mridula Ramadugu



BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

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

March 17, 2021

Private and Confidential

Ms. Brindha devi P
Selaiyur, Chennai

Sub: Offer of Employment.

Dear Brindha,

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

Position & Joining:

You shall be appointed as **Content Writer** with BHM. You are expected to join on or before **May 03, 2021** at 09.30 A.M. at the following location to complete your joining formalities. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

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

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

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

Compensation:

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

You will be employed at Bee High Media, Chennai.

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

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



BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

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

ANNEXURE - I

Remuneration Details

Name: Ms. Brindha devi P

Designation : Content Writer

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

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

Sowmya Shruthi C
Partner
Bee High Media

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

NOVOCURA TECH HEALTH SERVICE

LETTER OF INTENT

April 22, 2021

CHANDRU S
PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Dear CHANDRU S,

We are pleased to offer you the position of Health Care - Executive at **Novocura Tech Health Service** through our campus selection process. We believe that your skills and knowledge in the field of healthcare make you a strong candidate for this role.


Your responsibilities as a executive will include reviewing medical records, assigning codes to diagnoses and procedures, and ensuring compliance with patients and billing regulations. You will also be responsible for communicating with healthcare providers to clarify diagnoses and procedures as necessary.

Your salary for this position will be **Rs.1,07,000** and you will be eligible for our benefits package. Your start date will be **15th of June 2021**.

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

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

Yours Faithfully,



Thara Chopra

Director – Human Resources

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



+91-8922775861



novocuratechhealthservice@gmail.com



26 Main Road, HSR Layout, Bangalore
Karnataka - 560 102



Utechforge

04-06-2020

To
Ms. Charanya M
Chennai

Sub: Letter of Intent for Junior Analyst

Dear Charanya,

Based on the results of On-Campus Interview you had with us, we are glad to inform you that, you have been hired by our organisation as a Junior Analyst. The organisation has chosen to provide you with a package of 2.2 LPA in terms of remuneration. Congratulations on your appointment on behalf of the entire organisation.

Your aptitude to solve problems has greatly impressed the higher officials, who have therefore chosen you to be our department's junior engineer. About the offer, you may begin working for the company on August 10th, a Monday.

Please read this letter carefully. If you have any questions, you may get in touch with us directly by sending an email to our company address.
Best of luck.

Sincerely,

HR Manager

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

JU AAD
3rd Floor, Raghav Arcade, Kamaraj Nagar,
Thiruvanmiyur, Chennai - 600041
Date: 25th June 2021

Chellakamali K J,

This is with reference to your application and the subsequent discussions we had on you taking up employment in the company based at our Chennai Office. In this context, we are pleased to appoint you as "Social Media Manager" on the following terms & conditions:

1. Employment Type: Permanent, (Probation - 1 month)

2. Below are your CTC details:

| Breakup of Compensation Package (All figures are in INR) | | |
|---------------------------------------------------------------------------------------------------------------------|---------------|-----------------|
| CTC - INR 2,34,000 | | |
| Salary | Monthly | Annual |
| Base | 18,000 | 2,16,000 |
| Reimbursement | 1500 | 18,000 |
| Total | 19,500 | 2,34,000 |
| Notes: 1. Incentives & Reimbursements are variable 2. Reimbursements will be processed on producing bills | | |

3. Reporting & Job Assignment: During your employment with the Company, you shall be reporting to Ms. Mridula Ramadugu and your timings shall be governed by the working hours of our office. You may during the course of your tenure may be given any assignment and / or additional assignment arising out of the Company's business that the management, in its subjective judgment, feels is suited to your background, qualifications or experience.

4. Salary will be processed on or before the 5th of every month, Incentives & reimbursements will be processed every Quarter. (Reimbursements are over and above your base salary and is subject to submission of bills and will be capped at INR 1500/month)

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

Acceptance:

I have read the principle terms of my employment with Jugaad and confirm my acceptance of the aforementioned terms. I hereby also declare to comply with the terms of this employment letter, the Code of Conduct of the company and all other policies, as may be amended from time to time.

Thanking you,

B. Kalpana
PRINCIPAL

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



For Jugaad,

Authorized Signatory Signature

Mridula Ramadugu

July 12, 2021

Mr. Cheralathan J

We are pleased to extend to you our offer to join Consark Advisory Services LLP (the "Firm"), on the terms and conditions set forth below.

Your title and start date will be as indicated on **Annexure A**. You will be based in Chennai and will be reporting to such person as may be indicated by the Firm from time to time. You are required to work exclusively for the Firm. Although your employment will be with the Firm, you may be seconded to other affiliate firms/entities from time to time at the Firm's discretion. During your employment, you may be also required to work in any other office the Firm may have or establish in India, and to work on a temporary basis in any of the Firm's other offices for training or other purposes. In such circumstances, the Firm will provide you travel assistance.

So long as you remain actively employed by the Firm, you will be eligible for the compensation indicated on the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay indicated on **Annexure A** will be paid for all periods of your active employment with the Company. Please note that your fixed pay represents cost to the Firm.
- You will not be eligible to participate in the Firm's discretionary bonus in effect from time to time. Your Performance Bonus has already been indicated in **Annexure A** which would be paid on achieving the goals/targets set forth therein.
- All payments described in this letter and **Annexure A** will be less taxes and other applicable payroll deductions.
- You will be required to serve a notice period of 45 days, in case you wish to leave the Firm. Such notice period may be fully or partly waived off at the discretion of the concerned Partner.
- You agree to the terms of the Confidentiality Agreement in **Annexure B**.

For purposes of this letter, "Cause" means misconduct, breach of applicable Firm policies or rules, dishonesty, violation of laws or regulations, or substantial and continuing failure to perform employment duties or obligations satisfactorily. The Firm reserves the right to terminate this contract and consequently your employment on an immediate basis, if found guilty of Cause.

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

Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. You will be subject to probation for a period of 3 months after which your employment with the firm will be confirmed. Payments are subject to applicable taxes. Please note that fixed compensations are expressed on an annualized basis.

| | |
|--------------------|------------------------------------------|
| Name | Cheralathan J |
| Title | Audit Assistant – Risk Advisory Services |
| Fixed Compensation | INR 230,400 per annum |
| Date of Joining | |

In case of any change in any labour law or any other law necessitating a change in the compensation structure, a review of the above compensation may be warranted based on the discretion of the firm.

Other Benefits:

- Our firm has a flexible leave policy and you will be entitled to leave as per the policy in force at any given period.
- Out of pocket expenses incurred will be reimbursed at actuals, based on the prevailing travel policy of the Firm. The same may change time to time based on the Firm's discretion.

Performance Bonus Entitlement:

In addition to the Fixed Pay and Other Benefits detailed above, you would also be eligible for Bonus based on your performance, which will be based on the firm's performance as well as your individual performance. You will be evaluated by Partners at the end of every financial year (ending June 30). Both bonus and increment percentages will be decided by the Partners on a year on a year basis based on their evaluation arising out of the performance appraisal system.

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

10-Jun-2021

Dear DAYANIDHI N,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT at Level - 1 of our Company.

| Components | Components Rs. Per annum |
|-------------------------------|--------------------------|
| Basic | 81,000 |
| Supplementary Allowance | 99,000 |
| Employer's Contribution to PF | 21,600 |
| Statutory Bonus | 7,000 |
| Gratuity | 3,894 |
| Flexible Compensation Pay | 57,506 |
| Total Fixed Pay | 270000.00 |

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

Registered Office: ICICI Prudential Life Insurance Company Limited
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400 025, India.
Tel: 4039 1600, 6644 1600 - Fax: 2437 6638 - Visit us at: www.icicprulife.com
CIN : U66010MH2000PLC127837

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

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,

Subhashish Banerji

Subhashish Banerji
Executive Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.

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

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

01st Sep 2020

Ref: UEPL/7138

APPOINTMENT LETTER

Ms. DEEPA G

Prince Shri Venkateshwara arts and science college
Chennai.

Dear DEEPA,

Congratulations! We are pleased to announce that you have been appointed as a Trainee – Operations Executive with Urjita Electronics Private Limited in Grade S1 as a result of your campus recruitment for employment with us.

Your total annual CTC salary will be Rs. 220,500/- (Rupees Two Lakhs Twenty Thousand Five Hundred only). For the avoidance of doubt, your remuneration information and associated statistics rely on your company's job band and business vertical.

The following are the terms and conditions of our offer to hire you:

1. Date of Commencement:


Your employment with the Company shall commence on **September 14, 2020**.

2. Location:

You will be employed in Chennai, India. However, Urjita Electronics Private Limited reserves the right to transfer or use your services to any of its unit(s), department(s), office(s), work sites, connected or affiliated firms in India or outside India at any time, subject to the terms and conditions in effect at the time of transfer.

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI 600045

Nehru Nagar, Tambaram, Chennai, 600045



URJITA ELECTRONICS PRIVATE LIMITED

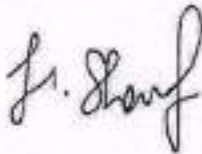
+91-9446253147

urjitaelectronics@gmail.com

As a token of your acceptance of this offer, kindly email us your acceptance on or before 05th September 2020.

We welcome you to the Urjita Electronics Private Limited family and wish you a rewarding career over the years to come.

Yours sincerely,



HR Manager

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

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: DEEPA. M

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear DEEPA. M,

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

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,63,037/- 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'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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

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

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

TERMS AND CONDITIONS

1. **Increments and Promotions**

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

2. **Overseas Deputation/International Assignment**

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

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

3. **Documents**

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

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

ANNEXURE-1

| Name | : DEEPA. M | Date | : September 13, 2021 |
|-----------------------------------------|----------------|----------|----------------------|
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | | 15,000 |
| Bouquet of Benefits | | | 3,000 |
| A. Base Salary (PA) | 216,000 | | 18,000 |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | | 1,800 |
| Gratuity | 8,664 | | 722 |
| Mediclaim Premium | 6,773 | | |
| D. Retirals & Other Benefits | 37,037 | | |
| Cost to Company (CTC) C+D | 263,037 | | |

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



APPOINTMENT LETTER

30 September, 2021

Dear **Deepak raj P,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Processor** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 102054**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

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

ANNEXURE I

| | |
|-------------------------------------------|------------------------|
| Name | Deepak raj P |
| Designation | Processor |
| Date Of Joining | 4 October, 2021 |
| Level | AA |
| Basic | 102054 |
| House Rent Allowance | 51027 |
| Bonus | 20411 |
| WBP | 51083 |
| PF | 18353 |
| Gratuity | 4909 |
| ESI | 7299 |
| Target Cost To Company (per Annum) | 255136 |

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

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

July 02, 2021

Deepak S

We are pleased to extend to you our offer to join Consark Advisory Services LLP (the "Firm"), on the terms and conditions set forth below.

Your title and start date will be as indicated on **Annexure A**. You will be based in Chennai and will be reporting to such person as may be indicated by the Firm from time to time. You are required to work exclusively for the Firm. Although your employment will be with the Firm, you may be seconded to other affiliate firms/entities from time to time at the Firm's discretion. During your employment, you may be also required to work in any other office the Firm may have or establish in India, and to work on a temporary basis in any of the Firm's other offices for training or other purposes. In such circumstances, the Firm will provide you travel assistance.

So long as you remain actively employed by the Firm, you will be eligible for the compensation indicated on the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay indicated on **Annexure A** will be paid for all periods of your active employment with the Company. Please note that your fixed pay represents cost to the Firm.
- You will not be eligible to participate in the Firm's discretionary bonus in effect from time to time. Your Performance Bonus has already been indicated in Annexure A which would be paid on achieving the goals/targets set forth therein.
- All payments described in this letter and Annexure A will be less taxes and other applicable payroll deductions.
- You will be required to serve a notice period of 45 days, in case you wish to leave the Firm. Such notice period may be fully or partly waived off at the discretion of the concerned Partner.
- You agree to the terms of the Confidentiality Agreement in **Annexure B**.

For purposes of this letter, "Cause" means misconduct, breach of applicable Firm policies or rules, dishonesty, violation of laws or regulations, or substantial and continuing failure to perform employment duties or obligations satisfactorily. The Firm reserves the right to terminate this contract and consequently your employment on an immediate basis, if found guilty of Cause.

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

This offer of employment, and your continued employment by the Firm, is subject to and conditional upon:

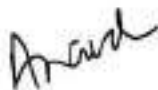
1. Agreement to, and compliance with, applicable Firm policy in effect from time to time, including without limitation to provisions in this Letter and amended from time to time during your employment.
2. Compliance with, the confidentiality of general business and trade secrets and client information which you would come to be aware of during the course of your employment.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Chennai.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter, and return to Consark Advisory Services LLP, Chennai, India. An additional copy of this letter is enclosed for your files.

We look forward to working together with you.

Sincerely,



Anand Krishnakumar

Partner


Accepted by:
PRINCIPAL

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

Deepak S

2/7/21

Date:

Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. You will be subject to probation for a period of 3 months after which your employment with the firm will be confirmed. Payments are subject to applicable taxes. Please note that fixed compensations are expressed on an annualized basis.

| | |
|---------------------------|-------------------------------------------------|
| Name | DEEPAK. S |
| Title | Audit Assistant – Risk Advisory Services |
| Fixed Compensation | INR 230,400 per annum |
| Date of Joining | 25.08.2021 |

In case of any change in any labour law or any other law necessitating a change in the compensation structure, a review of the above compensation may be warranted based on the discretion of the firm.

Other Benefits:

- Our firm has a flexible leave policy and you will be entitled to leave as per the policy in force at any given period.
- Out of pocket expenses incurred will be reimbursed at actuals, based on the prevailing travel policy of the Firm. The same may change time to time based on the Firm's discretion.

Performance Bonus Entitlement:

In addition to the Fixed Pay and Other Benefits detailed above, you would also be eligible for Bonus based on your performance, which will be based on the firm's performance as well as your individual performance. You will be evaluated by Partners at the end of every financial year (ending June 30). Both bonus and increment percentages will be decided by the Partners on a year on a year basis based on their evaluation arising out of the performance appraisal system.

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

Annexure B

CONFIDENTIALITY AGREEMENT

This confidentiality agreement is made between DEEPAK. S (13/6/2001) (hereon referred to as the "Employee") and Consark Advisory Services LLP (hereon referred to as the "Firm").

The Employee agrees to the terms of this agreement:

1. The Employee acknowledges that, during the course of employment, the Employee has, and may in the future, come into the possession of certain confidential information belonging to the Firm and/or its clients including but not limited to financial information, business plans, trade secrets, customer lists, supplier lists and prices, pricing schedules, methods, processes, and marketing plans.
2. The Employee hereby covenants and agrees that he or she will at no time for a period of 3 years from the date of this agreement, during or after the term of employment, use for his or her own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.
3. Upon completion of employment, the Employee will return to the Firm, retaining no copies, all documents relating to the Firm's business including, but not limited to, reports, memorandums, financial models, manuals, drawings, diagrams, blueprints, correspondence, customer lists, computer programs, and all other materials and all copies of such materials, obtained by the Employee during employment.
4. Violation of this agreement by the Employee will entitle the Firm to an injunction to prevent such competition or disclosure, and will entitle the Firm to other legal remedies, including attorney's fees and costs.
5. This agreement shall be governed by the laws of India.
6. If any part of this agreement is adjudged invalid, illegal or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.
7. This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators and assignees. No person shall have a right or cause to cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest.
8. This instrument, including any attached exhibits and addenda, constitutes the entire agreement of the parties. No representation or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties concerned.

Anand

Anand Krishnakumar

Partner

B. Kalpana
Accepted by
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOVINDAKKAM, CHENNAI - 600 073.
Deepak
DEEPAK. S

25/8/21
Date:



Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: DEEPALAKSHMI.R

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear DEEPALAKSHMI.R,

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

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,63,037/- 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'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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

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

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

TERMS AND CONDITIONS

1. **Increments and Promotions**

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

2. **Overseas Deputation/International Assignment**

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

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

3. **Documents**

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

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

ANNEXURE-1

| Name | : DEEPALAKSHMI,R | Date | : September 13, 2021 |
|------------------------------|------------------|----------|----------------------|
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | 15,000 | |
| Bouquet of Benefits | | 3,000 | |
| A. Base Salary (PA) | 216,000 | 18,000 | |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | 1,800 | |
| Gratuity | 8,664 | 722 | |
| Mediclaime Premium | 6,773 | | |
| D. Retirals & Other Benefits | 37,037 | | |
| Cost to Company (CTC) C+D | 263,037 | | |

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



APPOINTMENT LETTER

05 October, 2021

Dear **Deepan raj J,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Processor** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 102054**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

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

ANNEXURE I

| | |
|------------------------------------|------------------|
| Name | Deepan raj J |
| Designation | Processor |
| Date Of Joining | 19 October, 2021 |
| Level | AA |
| Basic | 102054 |
| House Rent Allowance | 51027 |
| Bonus | 20411 |
| WBP | 51083 |
| PF | 18353 |
| Gratuity | 4909 |
| ESI | 7299 |
| Target Cost To Company (per Annum) | 255136 |

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

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



Date: 14-Dec-21

Dear Deepika M,

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

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

TERMS AND CONDITIONS:

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


B. Kalpana
PRINCIPAL

**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 075.**

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

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


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

MAX MED LABORATORIES

LETTER OF EMPLOYMENT

Ms. DEEPIKA R
Chennai

Dear Deepika,

We are extremely happy to offer you the position of Lab Technician in our company Max Med Laboratories. Your interview with us on 03-03-2021 was a very intriguing experience.

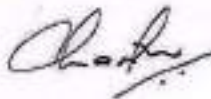
As a Medical Laboratory Technician, your primary responsibility will be to perform laboratory tests on patient samples and report accurate and timely results. You will be responsible for performing a variety of tests such as haematology, microbiology, and clinical chemistry, among others. Your work will be essential in helping healthcare providers diagnose and treat diseases.

Your starting salary as a Lab Technician will be **Rs.1,05,000** per annum which will be provided monthly via online mode. According to the company's policy, we will provide you with certain health benefits; the company will also provide you will a transportation allowance and a laptop for the recording and tabulation of the observational charts.

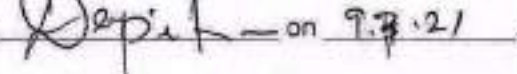
Please note that your position is entirely based on a contract between you and the company which on ending can terminate your position in the company. If this job meets your terms and conditions, please send in a signed letter within **15-03-2021**, you may keep a copy of this letter for future reference. On receiving your signed letter, we will mail you the joining date.

We will be greatly delighted to have you on board, if you have any further queries, you can e-mail us at maxmedhrina@gmail.com.

Thanking You,
Yours sincerely,



HR Manager

Candidate Signature:  on 9.3.21

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



18-03-2021

Deepika Sonaly S L
Prince Shri Venkateshwara Arts and Science College
Chennai

Dear Deepika,

We are delighted to offer you the position of **Cybersecurity Analyst** at Syrma Technology. We are confident that your experience and qualifications will make a significant contribution to our team.

As per our discussion, your job responsibilities will include:

- Conducting vulnerability assessments and penetration testing on our computer networks and systems
- Developing and implementing security protocols and procedures to safeguard company data and systems
- Monitoring and analyzing security events and incidents, and taking appropriate actions to mitigate risks
- Providing cybersecurity awareness training to employees
- Keeping up-to-date with the latest cybersecurity threats and trends

Your starting salary for this position will be **1,70,300** per annum. You will be eligible for standard company benefits, including health insurance, paid time off, and retirement benefits, subject to the terms and conditions of the company policy.

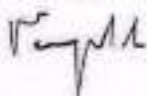
Your employment with us will begin on **20-05-2021**. You will be reporting to Mr. Sridharan, who will be your direct manager.

Before you join, we will require you to complete a background check and provide proof of your academic qualifications and previous employment.

We are excited to have you join our team and look forward to your contribution to our company's success. Please sign and return a copy of this letter as a token of your acceptance of our offer.

Congratulations on your new position.

Sincerely,



Venugopal Sivaraman
HR Manager

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

Candidate Acceptance



Deepika Sonaly S L

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: DEVAYANI.M

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear DEVAYANI.M,

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

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,63,037/- 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'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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
GOWRIYAKKAM, CHENNAI-600 073.

ANNEXURE-1

| Name | : DEVAYANI.M | Date | : September 13, 2021 |
|------------------------------|--------------|----------|----------------------|
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | 15,000 | |
| Bouquet of Benefits | | 3,000 | |
| A. Base Salary (PA) | 216,000 | 18,000 | |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | 1,800 | |
| Gratuity | 8,664 | 722 | |
| Mediclaime Premium | 6,773 | | |
| D. Retirals & Other Benefits | 37,037 | | |
| Cost to Company (CTC) C+D | 263,037 | | |

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

MAX MED LABORATORIES

LETTER OF EMPLOYMENT

Ms. DEVI G
Chennai

Dear Devi,

We are extremely happy to offer you the position of Lab Technician in our company Max Med Laboratories. Your interview with us on 03-03-2021 was a very intriguing experience.

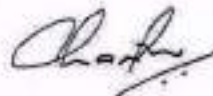
As a Medical Laboratory Technician, your primary responsibility will be to perform laboratory tests on patient samples and report accurate and timely results. You will be responsible for performing a variety of tests such as haematology, microbiology, and clinical chemistry, among others. Your work will be essential in helping healthcare providers diagnose and treat diseases.

Your starting salary as a Lab Technician will be Rs.1,05,000 per annum which will be provided monthly via online mode. According to the company's policy, we will provide you with certain health benefits; the company will also provide you will a transportation allowance and a laptop for the recording and tabulation of the observational charts.

Please note that your position is entirely based on a contract between you and the company which on ending can terminate your position in the company. If this job meets your terms and conditions, please send in a signed letter within 15-03-2021, you may keep a copy of this letter for future reference. On receiving your signed letter, we will mail you the joining date.

We will be greatly delighted to have you on board, if you have any further queries, you can e-mail us at maxmedhr@omail.com.

Thanking You,
Yours sincerely,



HR Manager

Candidate Signature: Devi G on 9.3.21

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



BIG TREE BIOTECH

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

+044 27274200

bigtreebt@gmail.com

LETTER OF APPOINTMENT

11-Mar-2021

Mr. Devikraj R
Prince Shri Venkateshwara Arts and Science College
Chennai

Dear **Devikraj**,

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

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

Your employment will begin on **01st June 2021**. You will be expected to work 40 hours per week. Your work schedule will be 10.00 AM to 6.00 PM.

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

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

Please review this offer letter carefully. If you are accepting this position, please sign and return the letter by **18th March 2021**.

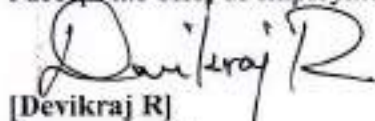
We look forward to having you join our team!

Sincerely,



Manager

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


[Devikraj R]

Date: 16/3/2021

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

LTI

Let's Solve

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: DEVISREE.A

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear DEVISREE.A,

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.2,63,037/- 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'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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.

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

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

3. Documents

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

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

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the CampBuzz Portal (<https://campbuzz.ltininfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

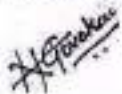
The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.


We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Director - Campus
Recruitment, Learning
& OD

I have read the letter and accept the same

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

Signature and Date

ANNEXURE-1

| Name : DEVISREE.A | Date : September 13, 2021 | |
|------------------------------|---------------------------|----------|
| Salary Grade : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. |
| Basic | | 15,000 |
| Bouquet of Benefits | | 3,000 |
| A. Base Salary (PA) | 216,000 | 18,000 |
| Annual Incentive | 10,000 | |
| B. Total Variable (PA) | 10,000 | |
| C. Total Target Cash (A+B) | 226,000 | |
| Provident Fund (PF) | 21,600 | 1,800 |
| Gratuity | 8,664 | 722 |
| Mediclaime Premium | 6,773 | |
| D. Retirals & Other Benefits | 37,037 | |
| Cost to Company (CTC) C+D | 263,037 | |

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLL.
GUJRIVAKKAM, CHENNAI 600 072.

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

| Components | Limits | Remarks |
|---------------------------|----------------------------|-----------|
| House Rent Allowance (PM) | 10% - 50% of basic | Mandatory |
| Medical Allowance (PM) | Rs. 1,250/- | Optional |
| Conveyance Allowance (PM) | Rs. 1,600/- | Optional |
| Meal Allowance (PM) | Rs. 1,100/- OR Rs. 2,200/- | Optional |

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

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PRINCE SHRI VENKATESHWARA
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ANNEXURE-2

| Eligibility Criteria for Non-Engineering Candidates - Off Campus (Year 2021 Batch) | |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification | BSC,BCA,BCS |
| Branches: | Computer Science/Information Technology/Information science and Electronics |
| Age Criteria: As on 1st July of Passing year (2021) | Less than 23 years |
| Academic Gap: | Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed. |
| Course must complete in: | 3 Years |
| SSC, HSC Percentage / CGPA: | 50% & Above OR Equivalent CGPA NOTE: • SSC/HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration |
| Diploma(if applicable), Graduation Percentage/CGPA: | Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • Aggregate of 60% & above or equivalent CGPA must be obtained after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (Irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First Class |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation) | • No active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u> (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u> |
| Nature of Course: | All Full Time courses Only |
| Year of Passing: | 2021 SUMMER Pass outs Only |
| Citizenship: | Resident Indian Citizens Only |
| Your College/Institution MUST be: | UGC / AICTE /State Board Approved ONLY |
| Pre-Employment Verification: | Not been involved in any court proceedings and/or convicted for any offence |
| Pre-Employment Medical Certificate: | Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS |
| Service Agreement: | Signing a Service Agreement for a period of 2 years starting from the date of joining |
| Training phase: | The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization |

B. Kalpana
PRINCIPAL

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



SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 03-May-2021

Dear Dexin Romaryo A D (B.Sc Computer Science)

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 night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

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

This is digitally generated soft copy hence signature is not required

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

Letter of Intent

Dear Dhanalakshmi K,
B.Sc - Computer Science,
Prince Shri Venkateshwara Arts and 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 **April 22, 2021** to indicate your acceptance of this offer.

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

- a) Chennai
- b) Coimbatore

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

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

Feel free to write back to us for any clarifications.

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

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

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
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