

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1
S Hariharan
Chennai

June 03, 2022

Sub: Letter of Intent

Dear Hariharan,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 08, 2022** at 9:30 a.m. sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,
For Global Content Transformation Pvt Ltd.

Jaya Chandran
General Manager – Human Resource

Global Content Transformation Private Limited

Registered Office: Flat No. 36, 3rd Floor, Satkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA.
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM

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

Salary Working			
Designation: Trainee - Technical Support	Grade:	JL 1 B	
Explanatory Notes	Monthly	Annual	
Guaranteed Compensation			
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.			

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

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

Name	S Hariharan
Designation	: Financial Associate
Date of Joining	: June 08,2022

Level:BI	INR
Gross	15,229.00
Basic	12,691.00
Statutory Bonus	2,538.00
PF	1,523.00
Employers ESI	495.00
Personal Accident	60.00
Gratuity	610.00
TOTAL RETIRAL	2,688.00
GROSS	15,229.00
CTC	17,917.00
CTC (PA)	2,15,004.00

Note:

- Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972.
- Your CTC would be revised on successfully completion of probation period based on individual performance.

For Global Content Transformation Pvt Ltd.

Jaya Chandran
General Manager – Human Resources

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

Global Content Transformation Private Limited

Registered Office: Flat No. 36, 3rd Floor, Satkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/33 OMR,
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096



LETTER OF APPOINTMENT

Date: 8th April 2022

Dear Harini I C

Employee ID: 1712

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you a position Executive - Online Sales Dept with Navia Markets LTD., on the following terms and condition:

1. Commencement of employment

Your employment will be effective from your date of joining, as on 1st - July - 2022

2. Salary

Your Position will carry a CTC Compensation Rs: 208957/- (Rs: Two lakh eight thousand nine hundred fifty seven only) per annum, other details and benefits will be as set out in Annexure I, below.

3. Working Day/Hours

Monday to Friday the working hours are from [09.00 AM] to [06.00 PM] and on **Saturday** [on 1st, 4th, & 5th] the working hours are from [10.00 AM] to [05.00 PM], 2nd and 3rd Saturday's and Sunday's are Leave/Holiday.

The working hours are designed to meet and exceed customer requirement, if necessary the employee may be required to extend for additional hours depending on your responsibilities.

4. Leave/Holidays

You will be eligible for leave in accordance to leave policy.

5. Probation

You will be on probation for a period of **Three months** from the date of joining and the same will be reviewed at the end of three months. You will be confirmed in your appointment depending upon your performance and at the sole discretion of the Management.

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

Registered & Corporate Office

NAVIA MARKETS LIMITED

'Ganga Gatha' 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.

T : +91-44 3838 5149, Fax : 044-28214169, E-mail: support@tradepplusonline.com, www.tradepplusonline.com, CIN : U65933TN1994PLC010167 "tradepplus" is the online brand of Navia Markets Ltd.

Your Salary Details are mentioned below as Annexure I

COMPENSATION SHEET		
Emp Name	Harini I C	
Designation	Executive	
Department	Online Sales	
Date of Joining	1 st - July - 2022	
Reporting Manager	Ms.Priyanka- Deputy Manager	
Salary Heads	Monthly	Annually
Basic	3000	36000
HRA	6750	81000
Special Allowance	5250	63000
Special Variable Allowance	As Per "Decide Your Pay" (DYP) scheme.	
Gross (A)	15000	180000
ESI Benefit @ 3.25% employer contribution	488	5850
PF-Employer contribution (12.5%)	1031	12375
Employer Contribution (C)	1519	18225
Paid leave (maximum limited to 12 days) ¹	500	6000
Annual Bonus (Monthly Basic) ²	250	3000
Gratuity Benefit (4.81% of basic) ³	144	1732
Total CTC (E)	17413	208957
Employee Contribution (B)	1103	13230
ESI Benefit @ 0.75% employee contribution	113	1350
PF-Employee contribution (12%)	990	11880
Net Amount (D = A-B)	13898	166770
Term Insurance (Sum Assured)	Rs. 2 Lakhs p.a	

Notes:

1. Paid leave can be encashed only if available at the end of the calendar year
2. The Annual bonus is provided for all confirmed employees and completed 6 months with the company
3. Gratuity benefit is provided where the employee resigns after providing continuous service for atleast 5 years.

For Tradeplus online brand of Navia Markets Ltd.

D ASHOK KUMER
Digitally signed by
D ASHOK KUMER
Date: 2022.07.08
13:18:48 +05'30'

D.Ashok Kumer
Manager - Humana Resources

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

I have carefully read the above offer of appointment. I have also read and understood all the HR policies of the company and I willingly and unconditionally accept this offer on the terms and conditions mentioned therein and shall agree to abide by the same.

I shall report for duty on 1/7/2022

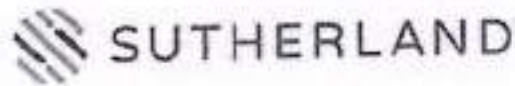
Place:
Chennai.

T. H. H. H.
Signature

Registered & Corporate Office

NAVIA MARKETS LIMITED

"Vanga Graha" 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.
T: +91-44 3918 9449, Fax: 044-28214169, E-mail: support@tradeplusonline.com, www.tradeplusonline.com, CIN: 065993 TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.



June 14, 2022

Dear Harini V,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 17, 2022** on the following terms and conditions.

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

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

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


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

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

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

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

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


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

23-Jul-2022

Dear HARIPRASAD M S,

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.

B. Kalpana
PRINCIPAL

**PRINCE SHRI VENKATESHWAR'S
ARTS AND SCIENCE COLLEGE
ADAMBAKKAM, CHENNAI-600 073**

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- 1. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- 2. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

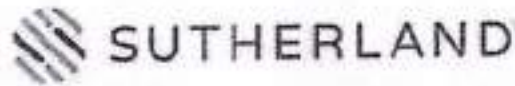
Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the



June 14, 2022

Dear Hariprasath B,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us on or before **June 17, 2022** on the following terms and conditions.

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

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

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

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

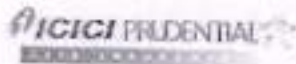
You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

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

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

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

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



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.

Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: HARISH M

College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear HARISH 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, your CTC including all benefits will be Rs.3,14,000/- 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.**

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Hariprasath B
Designation: Associate-CS Internet
Date of Joining: June 17, 2022
Level: 1

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

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

ANNEXURE-1

Name : HARISH M	Date : March 11, 2022	
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		6,015
Bonus		1,750
A. Base Salary (PA)	273,180	22,765
Annual Incentive	0	
B. Total Variable (PA)	0	
C. Total Target Cash (A+B)	273,180	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
MediclaIm Premium	10,556	
D. Retirals & Other Benefits	40,820	
Cost to Company (CTC) C+D	314,000	

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



Date: 17-Dec-21

Dear Harish S,

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

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

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **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.

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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

B. Kalpana
PRINCIPAL

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



March 28, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear R. Harish Pandi,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
Apama Shallen
General Manager - Human Resources

Apama Shallen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering institution / University** upon successful completion of

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Harini V
Designation: Associate-CS Internet
Date of Joining: June 17, 2022
Level: 1

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

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

Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: Haritha. P. R

College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear Haritha. P. 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, your CTC including all benefits will be **Rs.3,14,000/-** 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.

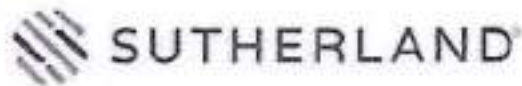
B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWDANAKKAM, CHENNAI 600 077

ANNEXURE-1

Name	: Haritha, P. R.	Date	: March 11, 2022
Salary Grade	: AT1		
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		6,015	
Bonus		1750	
A. Base Salary (PA)	273,180	22,765	
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	273,180		
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Mediclaime Premium	10,556		
D. Retirals & Other Benefits	40,820		
Cost to Company (CTC) C+D	314,000		

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

Principal
Prince Shri Venkateshwara
Arts and Science College
Gowrivakkam, Chennai-600 073



June 06, 2022

Dear Hemalatha N,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

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

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.			

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Hemalatha N
Designation: Associate-CS Internet
Date of Joining: June 13, 2022
Level: 1

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

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

PKF Sridhar & Santhanam LLP
Chartered Accountants

Letter of Appointment

Ref/HR/App/Vis
3rd June 2022

Ms. Hemalatha S
No: 134, Pillayar Koll Street,
Vanagaram, Chennai 600095

Dear Ms. Hemalatha,

We are pleased to appoint you as a member of the professional staff of PKF Sridhar and Santhanam LLP, Chartered Accountants on position of "Trainee Analyst" with effect from 20th June 2022.

You will be paid a consolidated stipend of Rs. 30,000 per month during the training period.

Your base location will be Chennai.

Reporting Partner:

HR will communicate in due course your Reporting Manager and you need to always report to your manager. Your Reporting Partner for administration purposes will be Ms. Aparna Jayendran. (Chennai)

Familiarisation:

The familiarization period of one month will allow you to adjust and adapt to the job demands and the work situation, while at the same time, allowing the Firm to observe whether you will be able to meet the job specifications and demands.

Confirmation:

A performance assessment will be carried out at the end of the one-year probationary period (inclusive of 1-month familiarisation period) from your date of joining, and subject to satisfactory performance, your services will be confirmed.

An amount of ₹1000 will be recovered from your Full & Final Settlement against Medical & Background Verification if the employment is terminated within 6 months of service.

All the terms and conditions of the firm as stated in Annexure I would apply to you.

For PKF Sridhar & Santhanam LLP,
Chartered Accountants

Partner



Hemalatha S
Employee Signature



Company Confidential

10th February'22

Ilakiya T
Chennai

Dear Ilakiya

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Conneqt Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **10th February'22** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be **Chennai**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the ru regulations and expectations of the company, your training will be discontinued without any notice & payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

CHENNAI OFFICE: 100, T. Nagar, Chennai - 600 017. TEL: 044-2610-1000. FAX: 044-2610-1001. WEBSITE: www.conneqt.com

B. Kalpana
PRINCIPAL

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

A SUBSIDIARY OF QUES GROUP

Jothi Lakshmi

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating, There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Connqqt Business Solutions Limited.



Tony Jacob Joseph
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature: 

Name: **Glankya T**

Date: **7th.22**

Infosys

Navigate your next

April 20, 2022

HRD/2T/ 1002271052/21-22

Ms. Indhumathy Venugopal
No:5/18, Seven well's street
St.Thomas Mount
Chennai-600016
India

Ph: +91- 9092911616

Dear Indhumathy,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.04.20, 1:04:12 IST
Reason: Digitally signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

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

April 20, 2022

HRD/ 1002271052/21-22

Ms. Indhumathy Venugopal
No:5/18, Seven well's street
St.Thomas Mount
Chennai-600016
India

Ph: +91- 9092911616

Dear Indhumathy,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Nov-2022**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.*

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

B. Kalpana
PRINCIPAL

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



OPTIMAL NUTRITION PROTOCOL

Dear Ms M. Indhumathi,

31st May 2022

This has reference to your application and subsequent discussion you had with us. We are pleased to offer you the position of **Social media manager & content writer**. First three months will be a training period and salary will be Rs, 15,000/- (Rupees Fifteen thousand). After three months the CTC will be revised based on the performance after a discussion with our directors.

This offer remains valid on the following conditions which are in accordance with the organizational process:

1. Medical fitness is key to your being able to contribute to the business, the onus of submitting a medical fitness report from a recognized medical doctor or a hospital rests with you, you may be asked to provide the medical fitness certificate upon your joining.
2. The Company gives enough focus on corporate governance and ethical practices at the work-place; you also agree that credential checks are fundamentally a good process to ascertain the background of the employee to be able to support the organizational process of ethics at the work-place. Therefore you agree that the company can do necessary credential checks/reference checks to ascertain your credential fit to occupy any position in the organization.
3. You declare that you do not have any relatives working in any firm that is in competition with Optimal Nutrition Protocol. Relatives are defined as any blood relations, cousins, in-laws, spouse and spouse relatives.
4. You declare that you do not have any legal / court cases pending against you in India or any part of the world.
5. You declare that you are not a director/partner in any firm.
6. You will join the Company at the mentioned office on or before **13th June 2022**.
7. In the event the above is not favourable, you agree that the company can regret the offer without detailing any reasons further.
8. We would like to reiterate that this communication is private and confidential and not intended for perusal or information of any third party.

A detailed appointment letter will be issued to you, subsequent to your joining us. Kindly indicate on the copy of this letter your acceptance of our offer. We look forward to your being part of the group and we wish you the best. As per our company policy, you are required to carry the necessary documents (as per details enclosed) on the day of joining

For Optimal Nutrition Protocol,

Varsha Easwaran
Founder Director

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 073
+91 98405 21650

info@optimalnutritionprotocol.com

www.optimalnutritionprotocol.com

#7/15, Raja Veedhi, Choolaimedu, Chennai - 94



June 14, 2022

Dear Indumathy P,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 17, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Indumathy P
Designation: Associate-CS Internet
Date of Joining: June 17, 2022
Level: 1

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

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



June 06, 2022

Dear Ishwarya A,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

B. Kalpana
PRINCIPAL

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Ishwarya A
Designation: Associate-CS Internet
Date of Joining: June 13, 2022
Level: 1

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

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

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1
Iyyappan K M
Chennai

June 03, 2022

Sub: Letter of Intent

Dear Iyyappan K M,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (In case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 08, 2022** at 9:30 a.m, sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,
For Global Content Transformation Pvt Ltd.

Jaya Chandran
General Manager – Human Resource

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

Global Content Transformation Private Limited

Registered Office: Flat No. 36, 3rd Floor, Satkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR,
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM

Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: ISWARYA C

College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear ISWARYA C,

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, your CTC including all benefits will be Rs.3,14,000/- 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	: ISWARYA C	Date	: March 11, 2022
Salary Grade	: AT1		
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		6,015	
Bonus		1750	
A. Base Salary (PA)	273,180	22,765	
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	273,180		
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Mediclaime Premium	10,556		
D. Retirals & Other Benefits	40,820		
Cost to Company (CTC) C+D	314,000		

B. Kalpana
PRINCIPAL
 PRINCE SHRI VENKATESHWARA
 ARTS AND SCIENCE COLLEGE
 GOWRIVAKKAM, CHENNAI-600 877

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

Name	Iyyappan K M
Designation	: Financial Associate
Date of Joining	: June 08,2022

Level:B1	INR
Gross	15,229.00
Basic	12,691.00
Statutory Bonus	2,538.00
PF	1,523.00
Employers ESI	495.00
Personal Accident	60.00
Gratuity	610.00
TOTAL RETIRAL	2,688.00
GROSS	15,229.00
CTC	17,917.00
CTC (PA)	2,15,004.00

Note:

- Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972.
- Your CTC would be revised on successfully completion of probation period based on individual performance.

For Global Content Transformation Pvt Ltd.

Jaya Chandran
General Manager – Human Resources

Global Content Transformation Private Limited

Registered Office: Flat No. 36, 3rd Floor, Satkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/65 OMR,
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM

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

23-Jul-2022

Dear IYYAPPAN K M,

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	21,500
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.



HR Ref No: VDARTOL223586

June 13, 2022

Dear Jagadeswari,

Welcome to VDart Group!

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

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

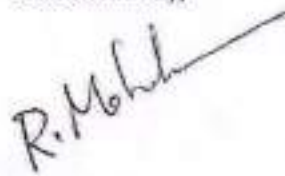
- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 20, 2022**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- You are required to submit your **PAN / Aadhar number to HR on your joining**


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

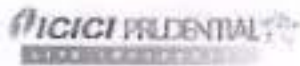
Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,


Mohana Sundaram
Assistant General Manager - HR


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
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.



May 10, 2022

Jahadeeswaran V,
Chennai

Invitation to join Hashtag Inc.

Dear Jahadeeswaran V,

We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothal [Phone: 7904960344; email: hr@hashtaginc.co.in] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Adithya S
Co-Founder

Chiraag Kinger
Co-Founder

B. Kalpana
PRINCIPAL

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

Annexure 1

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

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

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

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

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


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

Dear Ms A. Jambathnisha,

31st May 2022

This has reference to your application and subsequent discussion you had with us. We are pleased to offer you the position of **Social media manager & content writer**. First three months will be a training period and salary will be Rs. 15,000/- (Rupees Fifteen thousand). After three months the CTC will be revised based on the performance after a discussion with our directors.

This offer remains valid on the following conditions which are in accordance with the organizational process:

1. Medical fitness is key to your being able to contribute to the business, the onus of submitting a medical fitness report from a recognized medical doctor or a hospital rests with you, you may be asked to provide the medical fitness certificate upon your joining.
 2. The Company gives enough focus on corporate governance and ethical practices at the workplace; you also agree that credential checks are fundamentally a good process to ascertain the background of the employee to be able to support the organizational process of ethics at the workplace. Therefore you agree that the company can do necessary credential checks/reference checks to ascertain your credential fit to occupy any position in the organization.
 3. You declare that you do not have any relatives working in any firm that is in competition with Optimal Nutrition Protocol. Relatives are defined as any blood relations, cousins, in-laws, spouse and spouse relatives.
 4. You declare that you do not have any legal / court cases pending against you in India or any part of the world.
 5. You declare that you are not a director/partner in any firm.
 6. You will join the Company at the mentioned office on or before **13th June 2022**.
 7. In the event the above is not favourable, you agree that the company can regret the offer without detailing any reasons further.
- B. We would like to reiterate that this communication is private and confidential and not intended for perusal or information of any third party.

A detailed appointment letter will be issued to you, subsequent to your joining us. Kindly indicate on the copy of this letter your acceptance of our offer. We look forward to your being part of the group and we wish you the best. As per our company policy, you are required to carry the necessary documents (as per details enclosed) on the day of joining.

For Optimal Nutrition Protocol,

Varsha Easwaran
Founder Director

B. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 073
91 98 405 21650
info@optimalnutritionprotocol.com
www.optimalnutritionprotocol.com

#7/15, Raja Veedhi, Choolaimedu, Chennai - 94



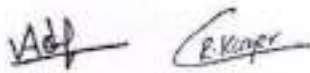
Compensation Overview

Name: Jahadeeswaran V

Title: Graphic Design Associate

Sl.	Earning Head	Per Month (Rs.)	Annual (Rs.)
1	Basic Salary	9,900.00	1,18,800.00
2	House Rent Allowance (HRA)	6,300.00	75,600.00
3	Special Pay Allowance	1,800.00	21,600.00
A	Gross Salary	18,000.00	2,16,000.00
B	Less: Professional Tax	208.00	2,496.00
C	Net In-Hand Salary	17,792.00	2,13,504.00

Note: The above compensation package should not be discussed with anyone other than the undersigned.

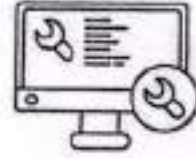


Authorised signatory



Acceptance signature


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



SPIRENSAVVY SOFTWARE SOLUTIONS PVT LTD

25th January 2022

To,
Janani G,
Prince Shri Venkateshwara Arts and Science College

Offer Letter

Dear Janani,

We are delighted to give you this letter of offer for the position of Operation Executive at our company Spirensavvy Software Solutions Pvt Ltd.

Your task will be to assist our software department and admin department in creating various software applications. We anticipate that you will use your knowledge, abilities, and creative suggestions to effectively investigate, design, and execute numerous types of software. The monthly CTC for your work will be Rs.17000.

After the completion of probationary period, you will receive extra benefits and the appointment letter. You must present yourself to the head of our human resources division on 23rd May 2022 at 10.00 AM.

We are glad to send you this letter extending an offer to work as an Operation Executive. On your first day on the job, you must sign it in front of Issuing Authority.

Thank you,

HR Director

+91-9566773395

No. 102, Krishnarajapuram, Bengaluru, Karnataka 560016

spirensavvysoft@gmail.com

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



LETTER OF APPOINTMENT

Date: 8th April 2022

Dear Janani R

Employee ID: 1763

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you a position **Executive - Online Sales Dept** with **Navia Markets LTD.**, on the following terms and condition:

1. Commencement of employment

Your employment will be effective from your date of joining, as on **1st - July - 2022**

2. Salary

Your Position will carry a CTC Compensation **Rs: 208957/- (Rs: Two lakh eight thousand nine hundred fifty seven only)** per annum, other details and benefits will be as set out in Annexure I, below.

3. Working Day/Hours

Monday to Friday the working hours are from **[09.00 AM] to [06.00 PM]** and on **Saturday [on 1st, 4th, & 5th]** the working hours are from **[10.00 AM] to [05.00 PM]**, **2nd and 3rd Saturday's and Sunday's** are **Leave/Holiday**.

The working hours are designed to meet and exceed customer requirement, if necessary the employee may be required to extend for additional hours depending on your responsibilities.

4. Leave/Holidays

You will be eligible for leave in accordance to leave policy.

5. Probation

You will be on probation for a period of **Three months** from the date of joining and the same will be reviewed at the end of three months. You will be confirmed in your appointment depending upon your performance and at the sole discretion of the Management.

B. Kalpana
PRINCIPAL

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

Registered & Corporate Office

NAVIA MARKETS LIMITED

"Ganga Ganga" 3rd & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.

P: +91-44 3918 9149, Fax: 044-20214140, E-mail: support@tradefusionline.com, www.tradefusionline.com, CIN: U65993TN1994PLC010167 "Tradefusion" is the online brand of Navia Markets Ltd.

MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

21 March 2022

To

Janani Sathya K

Department: B.Sc Biochemistry

College: Prince Shri Venkateshwara Arts and Science College

Letter of Offer

Dear **Janani Sathya**,

Greetings from MRK Micro Lab.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services**. Congratulations!

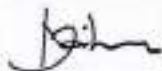
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide you with hands-on training, feedback, and support throughout your training period.

As a Medical Coding Trainee, you will be responsible for coding medical diagnoses and procedures, ensuring that the coding is accurate and up to date. You will also be responsible for maintaining patient records, reviewing medical documentation, and communicating with healthcare providers to clarify diagnoses and procedures.

Your Start date will be **01 July 2022**. In this role, you will be required to work full-time, 40 hours per week. Your starting salary will be **Rs.1,56,000** and you will be eligible for health insurance, paid time off, etc.

If you are interested in accepting this position, please sign and return a copy of this letter by 31 March 2022. We look forward to welcoming you to our team and helping you grow your career in medical coding.

Sincerely,



Mahesh Prabakaran

Manager

B. Kalpana
PRINCIPAL
Accepted and Agreed to:
Janani Sathya
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 073.

✉ cre@microlabchennai.com

☎ +044-2624 2525



Company Confidential

10th February'22

Janani T
Chennai

Dear Janani

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Conneqt Business Solutions Limited Offices / Centre for a period of 12 Months from Date of Joining. You shall report to the training on or before 10th February'22 failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be Chennai. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the regulations and expectations of the company, your training will be discontinued without any notice & payment in lieu thereof.

John Lakshmi

You shall be entitled to a monthly stipend as per the below mentioned grid.

CONNEQT BUSINESS SOLUTIONS LIMITED, HEAD OFFICE: 1 & 2A, SOUTH CHOWRY, CHENNAI 600 004, INDIA. HYDRABAD OFFICE: TELANGANA, PAPER 224, 10, WEST STREET, DR. ANNAMALAI UNIVERSITY, ANNAMALAI, TAMIL NADU, INDIA.

A SUBSIDIARY OF GUESS CORP

B. Kalpana
PRINCIPAL

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

Your Salary Details are mentioned below as Annexure I

COMPENSATION SHEET		
Emp Name	Janani R	
Designation	Executive	
Department	Online Sales	
Date of joining	1 st - July - 2022	
Reporting Manager	Ms.Priyanka- Deputy Manager	
Salary Heads	Monthly	Annually
Basic	3000	36000
HRA	6750	81000
Special Allowance	5250	63000
Special Variable Allowance	As Per "Decide Your Pay" (DYP) scheme.	
Gross (A)	15000	180000
ESI Benefit @ 3.25% employer contribution	488	5850
PF-Employer contribution (12.5%)	1031	12375
Employer Contribution (C)	1519	18225
Paid leave (maximum limited to 12 days) ¹	500	6000
Annual Bonus (Monthly Basic) ²	250	3000
Gratuity Benefit (4.81% of basic) ³	144	1732
Total CTC (E)	17413	208957
Employee Contribution (B)	1103	13230
ESI Benefit @ 0.75% employee contribution	113	1350
PF-Employee contribution (12%)	990	11880
Net Amount (D = A-B)	13898	166770
Term Insurance (Sum Assured)	Rs. 2 Lakhs p.a	

Notes:

- 1.Paid leave can be enchased only if available at the end of the calendar year
- 2.The Annual bonus is provided for all confirmed employees and completed 6 months with the company
- 3.Gratuity benefit is provided where the employee resigns after providing continuous service for atleast 5 years.

For Tradeplus online brand of Navia Markets Ltd,

D ASHOK KUMER Digitally signed by
D ASHOK KUMER
Date: 2022.07.06
16:41:59 +05'30'

D.Ashok Kumer
Manager - Humana Resources

I have carefully read the above offer of appointment. I have also read and understood all the HR policies of the company and I willingly and unconditionally accept this offer on the terms and conditions mentioned therein and shall agree to abide by the same.

I shall report for duty on 01/07/2022

Janani R
Signature

Place:
Chennai.

Registered & Corporate Office

NAVIA MARKETS LIMITED

'Ganga Grids' 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.
T: +91-44 3918 9419, Fax: 044-28214160, E-mail: support@tradeplusonline.com, www.tradeplusonline.com, CIN: U65993TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.

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



HR Ref No: VDARTOL223615

June 13, 2022

Dear Janani,

Welcome to VDart Group!

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

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

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 20, 2022**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- You are required to submit your **PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

Mohana Sundaram
Assistant General Manager - HR

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

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an Apprentice - Customer Care position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

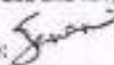
With Best Regards,

For Conneqt Business Solutions Limited.



Tony Jacob Joseph
Associate Vice President - Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature: 

Name: JANANI T

Date: 8 Apr 22


B. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
 GURUVAYASAM, CHENNAI



10-Feb-2022

Ms. Jayashree M
Mobile: 9791884364
E Mail ID: jayashree31@gmail.com

Dear Jayashree,

We are delighted to offer you the position of Executive at CaratLane Trading Private Limited. Your initial posting will be at Chennai.

As agreed during our discussions this offer is valid provided you accept this offer in writing by 21-Feb-2022 and join us on or before 02-May-2022. Under the terms of this offer:

- 1. Total Compensation:** As a regular full time, employee of the company your annual salary will be **Rs.2,50,000 (Two Lakhs and fifty Thousand Only)** and other benefits for **Rs 11,513 (Eleven Thousand Five Hundred and Thirteen Only)** Compensation will also be inclusive of your annual benefits such as the company's contribution to Provident Fund and Medical Reimbursement. A detailed break up of your salary is provided in Annexure A. All forms of compensation referred to in this letter are subject to deduction to reflect applicable withholding and payroll taxes.
- 2. Probation Period:** You will be on probation for a period of **6 months**. Your services will be confirmed at the end of the probation period, based on your performance evaluation against key metrics as defined in the KRAs issued to you at the time of joining the company.
- 3. Notice Period:** During the period of probation, yourself or the Company has the right to terminate the services with a notice of **15 days** in writing or basic salary in lieu of notice. Following probation, if either party wishes to terminate this agreement either, they may do so by giving the other party **30 days' notice** or basic salary in lieu of notice. Your employment with the Company will be "at will," meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause subject to requirements of applicable law. The Company reserves the right to terminate your service at any time without notice should you be guilty of misdemeanor, misconduct, negligence or any breach of the terms and conditions of this agreement.
- 4. Tax & Compliance:** It is your continuous responsibility to meet all requirements under Indian Tax Laws including tax compliance and filing of personal tax returns in respect of all payments paid to you during your employment with CaratLane Trading Pvt Ltd. Taxes on any payment made under this letter will be borne by you. The Company shall deduct tax at source and any payments under this letter that require such deduction to be made by the employer in accordance with the Indian Tax Laws.
- 5. Leave:** No employee is eligible for any leave in the first 3 months of employment. Every employee will be eligible for 21 working days of annual leave thereafter. Please refer the Leave Policy for more details.

B. Kalpana
PRINCIPAL

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

Annexure 1

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

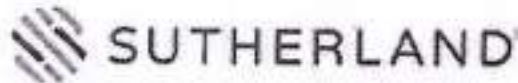
Salary Components	Monthly	Annual
Basic	7143	
HRA	2857	
Total Gross Salary (A)	10000	120000
EPF	857	
ESIC	325	
Gratuity	344	
Part - (B)	1526	18312
Monthly CTC (A+B)	11526	
Leave Encashment (C)		2857
Annual CTC (A+B+C)		141169

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

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

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

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESWARA
ARTS AND SCIENCE
 GOVINDAKKAM, CHENNAI



June 06, 2022

Dear Jayashree U,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Jayashree U
Designation: Associate-CS Internet
Date of Joining: June 13, 2022
Level: 1

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

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



Date: 22.11.2021

Dear Mr./Mrs. Jayasri R.

Congratulations!!! Welcome to Visionary RCM

You have been provisionally selected as Medical coder

Your Emoluments would be as follows:

Your CTC will be Rs.25000/- + Incentives

The details would be provided in the Appointment order.

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

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

Your Date of joining - Should join on or before July 1st 2022.

Wishing you all the best!!


HR - Campus Hiring

Visionary RCM


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



Letter of Intent

April 19, 2022
K.Jeevan kumar
Prince Shri Venkateshwara Arts and Science College, Chennai
Dear K.Jeevan kumar,

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

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

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

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

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

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

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

Monica Mathur
Vice President, Recruitment-India & APAC



HEXAWARE TECHNOLOGIES LTD.

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

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

10th February'22

Jeevitha K
Chennai

Dear Jeevitha

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Connext Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **10th February'22** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be **Chennai**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

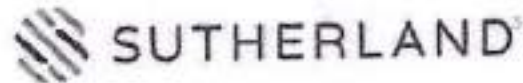
At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the regulations and expectations of the company, your training will be discontinued without any notice & payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

CONNEXT BUSINESS SOLUTIONS LIMITED, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

A SUBSIDIARY OF QUESSE CORP

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



June 06, 2022

Dear Jeevitha S,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

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



Letter of Intent

April 13, 2022

M Jenifar Baral

Prince Shri Venkateshwara Arts and Science College, Chennai

Dear JenifarBaral,

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

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

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

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

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

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

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

Monica Mathur

Monica Mathur

Vice President, Recruitment-India & APAC

B. Kalpana

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



HEXAWARE TECHNOLOGIES LTD.

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

CONFIDENTIAL
Date: 24th March, 2022

Dear Jenitha S,

Based on our recent discussion with you, we are pleased to extend an offer to join Higa Digital Pvt. Ltd. (The Company). This letter officially confirms the offered terms of your employment with The Company.

Your detailed salary structure will be as per Annexure 1 – Compensation Details. It includes allowances and statutory benefits and will be structured in accordance with The Company's policy.

The standard "Terms of Employment" will govern your employment with Higa Digital Pvt. Ltd.

On successful completion of the onboarding process, you will be taken through a 1-day induction process to understand the day-to-day activities.

Job Title: Associate Social Media Specialist

Place of Employment: Social Panga, No 9, 100 ft Road, 17th A Main Road, 2nd & 3rd Floor, Above Nature's Basket, Opp Sukh Sagar Restaurant, Koramangala 5th Block, Bengaluru - 560095.

Work Timings: 10:00 AM to 7:30 PM

Date of joining: 10th May, 2022

Probation Period: 3 months from the date of joining.

Notice Period: 2 Months from the date of resignation.

Holidays: As per Company Policy

Working Days: Monday to Friday

Please note, Date of joining is subject to change based on external circumstances.

If you are agreeable to these terms, please send us your acceptance through email. Wish you all success in your career.

We look forward to having you join the Army and wish you the very best.

Regards
Higa Digital Pvt. Ltd.

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



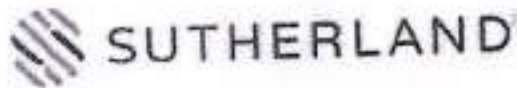
Annexure 1 - Compensation Details

Per Annum Compensation Details	Amount (INR)
Basic	1,95,000
HRA [^]	78,000
Conveyance	14,916
Medical Compensation	12,084
Total Compensation	3,00,000

Apart from this, you will be eligible to receive other benefits as per Company policy.

[^] HRA - Generally, the amount not taxable will be the least of the three: 40 % of Basic, HRA Received, and Rent less than 10 % of Basic.

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



June 14, 2022

Dear Jersini R J,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 17, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Jersini R J
Designation: Associate-CS Internet
Date of Joining: June 17, 2022
Level: 1

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

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

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P7
U Jeyandran
Chennai

June 01, 2022

Sub: Letter of offer

Dear Jeyandran,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (In case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 14, 2022 at 9:30 a.m. sharp** at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of Offer, failing which the Offer stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,
For Global Content Transformation Pvt Ltd.

Jaya Chandran
General Manager – Human Resource

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

Global Content Transformation Private Limited

Registered Office: Flat No. 36, 3rd Floor, Sakkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR,
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096




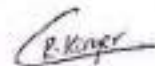
Compensation Overview

Name: Kaarthika D

Title: Graphic Design Associate

Sl.	Earning Head	Per Month (Rs.)	Annual (Rs.)
1	Basic Salary	9,900.00	1,18,800.00
2	House Rent Allowance (HRA)	6,300.00	75,600.00
3	Special Pay Allowance	1,800.00	21,600.00
A	Gross Salary	18,000.00	2,16,000.00
B	Less: Professional Tax	208.00	2,496.00
C	Net In-Hand Salary	17,792.00	2,13,504.00


Note: The above compensation package should not be discussed with anyone other than the undersigned.

Authorized signatory



Acceptance signature


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



March 24, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear J. Kabilarasangendhi,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For Wipro Limited,

Aparna Shailen
General Manager - Human Resources

Endorsement

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

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain M-Tech degree from one of the premier engineering institution / University upon successful completion of



May 10, 2022

Kaarthika D,
Chennai

Invitation to join Hashtag Inc.

Dear Kaarthika D,

We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of Graphic Design Associate at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: hr@hashtaginc.co.in] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Adithya S
Co-Founder

Chirag Kinger
Co-Founder

B. Kalpane
PRINCIPAL

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



netrocon digital

March 17, 2022

Jeya Bharathy G
5, Vaigai Nagar,
HMP Marringw hall Opp.,
Chidambaram, 608001

Dear Jeya Bharathy,

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. 2,20,000/-** 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 **1st June 2022**.

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

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

Thanking you,

Yours truly,

For Netrocon Digital,

Accepted

Date of Joining: 1/6/2022

Shirley Vincent,
Director

G. Jeyaraj
Jeya Bharathy G

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



Date: April 25, 2022

OFFER & APPOINTMENT LETTER

To,
Kalpana S

Dear Kalpana,

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
 1. 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



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

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

B. Kapana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
BOWRIVAKKAM, CHENNAI - 600 075



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

Annexure 1: Cost to Social Beat

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

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

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