



Extramarks Education India Private Limited

9<sup>th</sup> Floor, Lymila Business Park, A-95B,  
Sector 136, Noida, Gurgaon, Gurgaon,  
Uttar Pradesh 201304

Date: 24<sup>th</sup> August, 2023

Dear Mohamed Rifat H,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 420,000** (Rupees Four Lakh Twenty Thousand Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

Components	Per Annum	Per Month
Basic Salary	210,000	17,500
HRA	105,000	8,750
Special Allowances	65,904	5,492
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	17,496	1,458
Total CTC Per Annum	420,000	35,000

We would expect you to join as early as possible but not later than **03-Oct-2023** at the office located at **Bangalore, Karnataka** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month**' notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month**' notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.

*B. Kalpana*  
**PRINCIPAL**

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



Extramarks Education India Private Limited  
9<sup>th</sup> Floor, Urvix Business Park, A-95B,  
Sector 136, Noida, Gurgaon Buzh Nagar,  
Uttar Pradesh, 201304

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

*Singhrajyansh Khan*

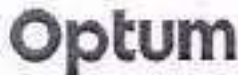
**HR Department**

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **03-Oct-2023**.

*Prashant Kumar*

Accepted

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Mandhaleva Nagar  
Bangalore 560005

optum.com

16<sup>th</sup> June 2023

Mohammed Yasin,  
No: 5/44, Bethu Street, Okkhampettal,  
Chennai, Tamil Nadu - 600037.

Dear Mohammed Yasin,  
Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Health & Technology (India) Private Limited ("the Company") in the position of **Process Associate** at the Company's office located at Chennai, on the terms and conditions set out hereinafter:

#### EMPLOYMENT

Your effective date of joining shall be no later than June 21<sup>st</sup>, 2023. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT-Epl Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed:

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coders to Team lead/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 90 days in the event of your performance being unsatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, handbooks wherever shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving 30 days written notice to the other party. One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 2.6 of Appendix 3 to this letter of appointment.

Registered Office: ITC Green Centre, Northeast Wing, 3rd Floor, No. 18, Banaswadi Main Road, Mandhaleva Nagar, Bangalore 560005  
GMR (774) 10KA206PFC034210, Phone: +91 80 4257300 Email: [enquiry@optum.com](mailto:enquiry@optum.com), Website: [www.optum.com](http://www.optum.com)

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

# Optum

Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthi Seva Nagar  
Bangalore 560005

optum.com

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendices, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendices.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of Optum Health and Technology (India) Private Limited. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Chennai at 8:30 AM along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Muhammed Yasir, we thank you for considering Optum Health and Technology (India) Private Limited as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Make the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your life's best work.

For Optum Health and Technology (India) Private Limited



Amber Alam - Director

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

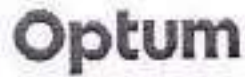


P. Kalpana  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077

Date: 16.06.23

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthi Seva Nagar Bangalore 560005

CIN: U74910KA2005PTC096515, Phone: +91 80 4257300 Email: [recruited@optum.com](mailto:recruited@optum.com), Website: [www.optum.com](http://www.optum.com)



Optum Health & Technology (India) Pvt. Ltd.

ETC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiveva Nagar  
Bangalore 560005

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**ANNEXURE**

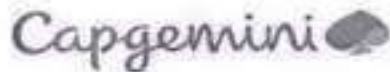
Name	Mohammed Yash	
Designation	Process Associate	
SALARY COMPONENTS	ANNUALLY (₹)	MONTHLY (₹)
Basic	1,02,000	8,500
HRA	75,000	6,250
Statutory Bonus	7,000	583
Provident Fund	21,000	1,800
Gratuity	4,507	409
Medical Insurance	7,044	587
Other Allowances	82,448	6,871
<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>

The Gratuity accrued is payable to the employee as per the provisions of the Payment of Gratuity Act.  
The structure is subject to tax deduction as applicable at source and applicable statutory rules.

CTC is a confidential information. Disclosure of your CTC will be considered as violation of code of conduct.

Registered Office: ETC Green Centre, Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road, Maruthiveva Nagar, Bangalore 560005  
GIR: U74910KA2005PTC0148215, Phone: +91 80 42572100 Email: [hr@optum.com](mailto:hr@optum.com), Website: [www.optum.com](http://www.optum.com)

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



Cappgemini Technology Services India Limited Plant  
2, 'C' Wing, 3<sup>rd</sup> Floor, Godrej IT Park, Godrej &  
Boyce Compound, Gate No. 2,  
L.B.S. Marg, Pirojnaragar, Vāroli (West), Mumbai-  
400079, Maharashtra, India. Tel: +91 22 6586 0500  
| Fax: +91 22 6755 7066 | www.cappgemini.com

## Offer Letter

Dear A Mohammed Ashiq,

A very warm welcome to you! Cappgemini's slogan is 'People Matter, Results Count', and we live it each day at work. We hope that it resonates with you too, as we set out to achieve our goals - both individually as well as a team-together. To give you an idea, this is how your first day will progress...

1. Reporting at 9:00AM
2. Verification/Filling/ Submission of Background Verification Form
3. Receipt of Employee Handbook and visitor-cum-bus pass
4. Filling up of master form
5. Lunch break
6. Submission of signed documents
7. Receipt of appointment letter
8. Bank account opening
9. Receipt of buddy details and meeting buddy

We wish you all the very best, and hope to have a long and fruitful association with you!

Regards

Team HR

Kindly note:

- Please dress in business formals
- Please carry this welcome letter on your Date of Joining
- If you are driving to office on the first day, please ensure you are there by 8:45AM, and contact security at the main gate for your entry passes.

The information contained in this message is proprietary and confidential.

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

PRIVATE AND CONFIDENTIAL

Cappgemini India Private Limited - August 2022

Upon joining Capgemini,

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

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.


We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com).

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**



**Hrushikesh M**  
Vice President HR, Capgemini India

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



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Ernst & Young LLP  
11th to 17th Floor, The Ruby  
29, Senapati Bapat Marg  
Oastar (West)  
Mumbai - 400 028, India  
Phone: +91 22 6192 0000  
Fax: +91 22 6192 1000

26 July 2023

Mr. Mohammed Lathifa  
52/37 Shiveji Nagar, Guduvancherry,  
603202

## Your appointment as Analyst in Technology Consulting

Dear Mohammed,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **Ernst & Young LLP** subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

### 1. Job Title

You shall be designated as **Analyst** in Band 6.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

### 2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 4,50,000 per annum (Rupees Four Lakh Fifty Thousand Only only)**. A typical break up is provided as an illustration in Annexure A to this Agreement.
- b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

### 3. Date of joining

As agreed, you shall join the services of the Firm on **14 August 2023**.

### 4. Probation

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance, your appointment shall be confirmed in writing.

Ernst & Young LLP, a member firm of Ernst & Young Global Limited, Regd. Office: 22, Senapati Bapat Marg, 3rd Floor, Block C, Kankaria - 400016  
A member firm of Ernst & Young Global Limited, Regd. Office: 22, Senapati Bapat Marg, 3rd Floor, Block C, Kankaria - 400016

*B. Kalpana*  
PRINCIPAL  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.





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- e. **Conditions precedent** This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.
- f. **Privity of contract** The terms of this Agreement may only be enforced by a party to this Agreement.
- g. **Governing law and dispute resolution** This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.
- h. **Certificate of Practice** If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.
- i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

For Ernst & Young LLP

Anshula Verma

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered

Signature

Mohammed Lathifa

Date

14-8-2023

Mohammed Lathifa

*B. Kalpana*  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 071



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**Annexure A**  
**Illustrative compensation break-up**

Particulars	Annual Values (INR)	
<b>(A) Salary Components</b>	<b>4,19,400</b>	
Basic Salary:	2,53,200	
House Rent Allowance:	1,26,600	
Special Allowance:		
Conveyance Allowance:	39,600	
<b>(B) Other Perquisites</b>	<b>30,600</b>	
Firm's Contribution to Provident Fund:	30,364	
Year End Ex-Gratia	216	
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>4,50,000</b>	
<b>(D) Other Benefits</b>	<b>32,173</b>	
Gratuity (accrual)	12,173	
Firm's contribution towards Medical insurance	20,000	
<b>(E) Total Compensation (C+D)</b>	<b>4,82,173</b>	
<b>(F) Annual performance bonus (earning potential)</b>	Min. 0%	Max. 12%
	0	54,000
<b>Annual total earning potential (E+F)</b>	<b>4,82,173</b>	<b>5,36,173</b>

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLL  
GOWRIVAKKAM, CHENNAI - 600 072.

Savista Global Solutions Pvt. Ltd.  
(Formerly mThrive Global Solutions Pvt. Ltd.)  
Unit 1-G-1, Block A - Eastern Front Wing  
TECO Park No: 285, Old Mahabalipuram Road,  
Sholinganallur, Chennai, TN - 600 119.  
Tel +91 44 6689 1111  
www.SavistaRCM.com  
CIN: U85100DL2003PTC334212



SAVISTA

Format No. SP/HR/FT

## Offer Letter

Private & Confidential

03<sup>rd</sup> Oct 2023

Mohana P

No: 8, Beemeshwaran Kovil Street, West Tambaram, Chennai-600045,

Dear Mohana,

With reference to your application and subsequent interviews, we are pleased to offer for the position of "Coder" in "Operations" in our organization.

Your Total Compensation will be INR 2,41,400/- which is all inclusive and will be paid in accordance to company policy. The break up is given below in Annexure A.

We request you to join us by 03<sup>rd</sup> Oct 2023 at 10.00 AM. At the time of joining, please submit the following documents:

- 1) 10th, 12th and Degree with two Photocopies in support of your educational qualifications.
- 2) Relieving letter from your previous employer and last drawn pay slip, if applicable.
- 3) Six passport size and one stamp size color photographs with white background.
- 4) One Xerox copy of your address proof and your Photo ID proof.
- 5) Appointment letter if, any from your previous employer.
- 6) Aadhaar to be provided as Mandatory address & ID proof

We will be issuing a letter of Appointment on the day you join our services.

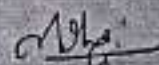
This offer is subject to you undergoing a background verification and it's mandatory that you have to clear the verification successfully. In the event of you not clearing background verification successfully, this offer made to you will be withdrawn without any further notice.

It is mandatory that you would need to take your covid 19 vaccination before your date of joining mentioned in your offer letter & your vaccination certificate should be submitted part of your joining formalities. Due to any circumstances, you are unable to produce the certificate on your joining date, this offer will be void.


Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Thank you for choosing career with us and we look forward to working with you.

For Savista Global Solutions Pvt. Ltd.



Mathangi Sathyaramanan  
Director, Human Resources

  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
G. A. T. V. K. K. M., CHENNAI - 600 072

### Annexure A

Name: Mohana P  
 Designation: Coder

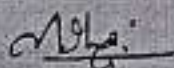
Salary Components (A)	Monthly (INR)	Annual (INR)
Basic	5,375	64,500
House Rent Allowance	2,688	32,250
Other Allowance	6,285	75,418
Bonus	1,400	16,800
<b>Gross Salary (A)</b>	<b>15,747</b>	<b>188,968</b>
Other Components (B)	Monthly (INR)	Annual (INR)
PF	1,399	16,790
ESI	512	6,141
Gratuity	258	3,101
<b>Sub Total (B)</b>	<b>2,169</b>	<b>26,032</b>
<b>CTC (A+B)</b>	<b>17,917</b>	<b>215,000</b>
Shift Allowance (C)	2,200	26,400
<b>Total Compensation (A+B+C)</b>	<b>20,117</b>	<b>241,400</b>
Deductions from Gross Salary (A)		
Employee Contribution to PF	1,399	16,790
Employee Contribution to ESI	118	1,417
Professional Tax	As per applicable Acts	
Income Tax	As per the Income Tax Act 1961 and amendments thereto	

#### Other Benefits:


- You will be entitled for 1 free meal a day as per your shift timings
- Free transportation will be provided as per transportation policy
- You will be entitled to Casual/Sick and Earned leave as per leave policy
- Shift Allowance is applicable for colleagues who work in Night Shift
- You will be eligible for gratuity as per policy
- Personal Accident Insurance, Life Term Insurance & Group Medical Insurance will be applicable as per the Medical Health Insurance Policy.

Policies and Benefits are subject to change as per company's sole discretion.

For Savista Global Solutions Pvt. Ltd.

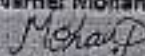


Mathangi Sathyaramanan  
 Director, Human Resources

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

I accept that I have understood the details of my salary, allowances, benefits and the terms & conditions of my employment including shift timings as explained by the recruiter. I confirm hereby that I will report to duty on 03-10-23

Recruiter Name: Jency  
 Signature:  
 Date of Issue: 03<sup>rd</sup> Oct 2023

Candidate Name: Mohana P  
 Signature:   
 Date of Acceptance: 3-10-23

# accesshealthcare

Date: 01 Mar 2023 20:05

Employee ID: M0249137  
Mr./Ms. Monika Sundaram  
Assistant Client Partner - AR

## Appointment Letter

Dear Monika Sundaram,

Thank you for the keen interest you have shown in our organization. Consequent to your application and the subsequent discussions you had with us, we are pleased to appoint you as **Assistant Client Partner - AR** with Access Healthcare Services Private Limited.

We appreciate your entrepreneurial instincts and welcome your decision to join this organization. We are sure that not only will you contribute in your field of expertise but also help build this organization to be a Global Player. In doing so, together we will preserve the Core Values that we stand for.

You are requested to contact **HR Team** at the following address to take on your assignment on **22 May 2023**

**Access Healthcare Private Limited ( HQ ), A9, First Main Road  
Ambattur Industrial Estate, Chennai - 600 058, Tamil Nadu, India.**

In case you need any further clarification / assistance, please get in touch with the under signed.

Please sign and return a copy of this letter to the undersigned at the earliest.

Looking forward to your joining our "Winning Team".

With best wishes,

Yours sincerely,

**I accept this appointment and the Terms and  
Conditions attached.**



Samuel S  
Director - HR

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

Digitally Acknowledged by me on

01 Mar 2023 20:05

**Monika Sundaram**  
Signature of the Candidate

Name : Monika Sundaram

Employee ID : M0249137

Access Healthcare Services Pvt. Ltd  
CIN: U74220TN2011PTCO78925  
Registered Office: Kocher Technology Park, SP-31A,  
3rd Floor, Ambattur Industrial Estate,  
Chennai - 600058, Tamil Nadu, INDIA.  
Phone: +91 44 43106980/81/82.  
Website: www.accesshealthcare.com

Head Quarters  
# A9, First Main Road, Ambattur Industrial  
Estate, Ambattur, Chennai - 600 058,  
Tamil Nadu, INDIA.  
Phone: +91 44 42176066.

# accesshealthcare

## Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	12700.00	152400.00
House Rent Allowance	8350.00	78200.00
Conveyance Allowance	1600.00	19200.00
DA	0.00	0.00
SDA	0.00	0.00
Statutory Bonus	1965.00	23920.00
Special Allowance	5647.00	67764.00
Gross (A)	28282.00	339384.00

### Benefits

Provident Fund	1800.00	21600.00
ESI	0.00	0.00
Medical Reimbursement	0.00	0.00
Retention Incentive	1058.00	12696.00
Gratuity	610.00	7320.00
Total (B)	3468.00	41516.00
Cost To Company (A+B)	31750.00	381000.00

### Insurance Benefits:

a) **Floating Medical Insurance:** Access Healthcare provides a floating medical insurance coverage for expenses related to hospitalization for you and a maximum of three dependents

**Default Coverage limit: Rs.100,000/- per annum**

b) **Personal Accident Insurance:** This provides you with round the clock financial protection in case of an accident anywhere in India. **Coverage limit: Rs.100,000/-**

### Retirement Benefits:

#### a) Gratuity:

This is an ex-gratia payment paid as gratitude for your continuous service, as per Payment of Gratuity Act, 1972 and is governed by the guidelines laid out by Access Healthcare.

#### b) Provident Fund:

Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to INR 15,000/- . If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee part of the contribution forms part of your salary structure and is payable as per Employees Provident Fund Act, 1952.

*B. Kalpana*  
**PRINCIPAL**

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

M0249137  
**Confidential**

Access Healthcare Services Pvt. Ltd  
CIN:U74220TN2011PTCO78925  
Registered Office: Kocher Technology Park, SP-31A,  
3rd Floor, Ambattur Industrial Estate,  
Chennai - 600058 Tamil Nadu, INDIA.  
Phone: +91 44 43109980/81/82.  
Website: www.accesshealthcare.com

Head Quarters  
# A9, First Main Road, Ambattur Industrial  
Estate, Ambattur, Chennai - 600 058.  
Tamil Nadu, INDIA.  
Phone: +91 44 42178066



IQ/OL/0304231588

21st March 2023

Mr. Mohana Sundaram J  
Chennai

Dear Mohana Sundaram,

iQuanti is pleased to offer you the position of "Analyst" at grade L1. Your location of reporting is Bengaluru, India.

#### I. APPOINTMENT

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 3rd April 2023.
- b. Probationary period and confirmation as a permanent employee of iQuanti (the "company"):  
You will be on probation for a period of first 6 months from the date of joining the company and may be confirmed as a permanent employee upon successful completion of your probation. On satisfactory completion of probation period, you shall be confirmed in writing.
- c. Termination during probation:  
In the event of your resignation or termination of services, either side will have to give two months' notice or two month's gross salary in lieu thereof.
- d. Your appointment is contingent upon satisfactory reference & background checks including verification of the following:
  1. Completeness and accuracy of the information provided in your curriculum vitae;
  2. Original certificates for confirmation of stated academic and professional qualifications;
  3. Passport, address, driver's license and/or similar documents; and,
  4. Satisfactory character reference check(s) based on the referrals provided.
- e. This appointment is subject to your being certified medically fit by a registered medical practitioner. The company shall have the right to order you to undergo the medical test at any time during your service to determine fitness. In the event of you being found unfit for the work for which you are employed, the company shall have the right to terminate your service based on the said report.
- f. You will retire from service on attaining superannuation at the age of 60 years.

#### II. COMPENSATION

You will be eligible to receive the following:

- a. You will receive a fixed compensation of ₹ 4,00,000 (Four Lakhs Only) per annum. Please find the detailed breakup of salary in Annexure- I.
- b. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
- c. The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

Page 1 of 5

*B. Kalanur*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE



X OTHER TERMS & CONDITIONS

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Conduct and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We welcome you to iQuanti family and looking forward to a long rewarding career with us over the years to come.

Yours sincerely,  
For iQuanti (India) Private Ltd.

**Anupam Pareek**  
Vice President - Human Resources

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





Barclays Global Service Centre Private Limited  
DLF IT Park, Level-3, Building 9A and B  
Nandambakkam Post, Ramapuram,  
Mount Poonamallee Road, Manapakkam, Chennai  
Tamil Nadu  
600089  
India  
Phone: +91 2261752000

29 September 2022

B Mohanambal  
5, Khausthuri Nagar 1st Street,  
Kovilambakkam,  
Chennai  
600129.

Dear B Mohanambal,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("**Employment Letter**").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sanjeev Mishra  
Director HR Operations - GSC India

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor (Part), Building G2, Gera Commercial Zone SEZ, Survey No. 55,  
Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

*B. Kalpane*  
**PRINCIPAL**

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

Salary

Components	In INR Per Annum
Basic salary	180,000.00
House Rent Allowance	90,000.00
Flexible Benefit Plan (see further "Statutory and Other Benefits" below)	90,000.00
<b>Annual Salary</b>	<b>360,000.00</b>
<b>Statutory Bonus</b>	<b>24,802.00</b>
<b>Employer's ESI Contribution (Employee State Insurance)</b>	<b>0.00</b>
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,654.00
<b>Total Fixed Pay</b>	<b>415,056.00</b>
Target In-Year Discretionary Incentive Award	30,000.00
<b>Estimated Cost to Company (CTC)</b>	<b>445,056.00</b>

The target discretionary incentive award is for illustrative purposes only. Payment of any discretionary incentive award is at the absolute discretion of Barclays, and is also subject to the applicable plan rules from time to time in force. You may not receive any discretionary incentive award, or may receive an amount less than the target. Awards may be delivered in a form other than cash, and may be deferred. If you are eligible to receive a discretionary incentive award that is not annual (e.g. it is monthly or quarterly), then you are not eligible to be considered for an annual award.

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 28th (or the prior working day if the 28th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

Discretionary Incentive Award

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

Annual Leave

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions *and on your intranet*.



**Expertrons**  
Inspire Success

@expertrons  
 @expertrons  
 @expertrons

Date : 12th June, 2023

Private & Confidential

To,  
Mohankumar,

Subject: Offer Letter

Dear Mohankumar,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only) per annum**, which includes a **(Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-) per month** consolidated as mentioned in Annexure A. The organization currently adheres to a two months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

*B. Kalpana*

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



[www.expertrons.com](http://www.expertrons.com)



BI- 401, Kanaka Boomerang, Chandivali Farm Rd, Yadv  
Nagar, Chandivali, Powai, Mumbai-400072



**Expertrons**  
Inspire Success

@expertrons

@expertrons

@expertrons

26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Sapariya  
HR Manager

Date: 15/06/2023

Name: MOHAN KUMAR

Place: Chennai

Signature:

*Mohan Kumar*

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



www.expertrons.com



B1- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai-400072



PSPL/2022/OF/5468/Sales Executive

August 01, 2022

Monisha A

Chennai

Dear Monisha A,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Executive In Grade-SG01A** In our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **227004/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **3-Aug-22** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Rajesh Babu**, Contact No. **8148778035** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Chennai**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services

*B. Kalpana*  
PRINCIPAL

Paytm Services Private Limited  
(Formerly known as Balance Tech Private Limited)  
offer@paytmservices.com  
www.One87.com

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GDWRIVAKKAM, CHENNAI

Corporate Office - B 121, Sector 5, Noida 201301, India  
Tel: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535  
Registered Office - Ground floor, Essee Vashnavi Summit, 6/8 7th Main,  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	4279	51345
Special Allowance	0	0
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>16679</b>	<b>200145</b>
PF (Employer)	1488	17856
ESIC (Employee)	542	6505
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>18917</b>	<b>227004</b>
<b>Variable</b>		
Performance Linked Incentive (PLI)	15000	180000
<b>Total Salary (Gross CTC)</b>	<b>33917</b>	<b>407004</b>

\*\*\*Medical Insurance premium rate is subject to change

\*\*\*Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\*\*\*Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\*\*\*FairDay Attendance will be applicable as per policy.

B. Kalpana

PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

Paytm Services Private Limited

(Formerly known as Balance Technology Private Limited)

offer@paytm.services.com

www.One87.com

Corporate Office: B-123, Sector 5, Noida 201301, India

T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094515

Registered Office - Ground floor, Essie Washnet Summit, 6/B 7th Main,

80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034

**Offer Letter Agreement**  
*(Private and Confidential)*

**Date:** 11<sup>th</sup> August 2023

**Name:** Monisha S

**Designation:** Business Development Executive

We are pleased to offer you the position of **Business Development Executive** with us here at Nibav Lifts Private Limited. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

**Commencement Date**

Your joining date is 11<sup>th</sup> August 2023

**Working Location**

Ideally, you'll be based in **Chennai**, but August require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

**Remuneration**

Your remuneration would be as given below and will be paid on the 31<sup>st</sup> of every succeeding month.

Components	Per Month (in Rs)	Per Annum (in Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
<b>Gross</b>	<b>35,000</b>	<b>4,20,000</b>

Applicable TDS will be deducted.

\*For any loss or damage of personal belongings, the company will not be responsible for the same.

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001:2015 Certified

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

## 22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

### Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,



Balaraman P

HR Operations Team Lead


I hereby accept the terms and conditions of this offer letter agreement.

Name: MONISHA S

Signature: S. Manisha

Date: 11/08/2023

\*All the terms and condition are subject to change and will be notified by the company.

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

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified



Date: 07 September 2023

Monisha P,

Sub: Offer Letter

Dear Monisha,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you a job with the following details and on the terms and conditions discussed and agreed upon by you at the time of interview and as embodied in a separate letter of appointment which will be given to you at the time of joining.

Designation	: IN-BUSINESS OPERATIONS ASSOCIATE III
Annual CTC	: Rs. 464000/-
Date of Joining	: 12 September 2023
Place of Posting	: HP Olympia Technology Park, CITIUS 'A' 6th Floor No.1, SIDCO Industrial Estate, Guindy Chennai, Chennai, Tamil Nadu, India.

You are required to report to work at the above mentioned date of joining and location on or before 09:00 AM, failing which this offer will stand automatically withdrawn. We are providing this Offer Letter, however, if your **Background Verification Report is red**, then this Offer shall be withdrawn.

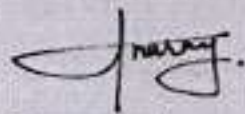
In case you wish to terminate your employment with the organization, you are required to serve mandatory notice period of 30 days from the date of acceptance of resignation.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your joining our team for a long and successful association.

*Welcome Aboard in Pyramid team*

Sincerely,

For Pyramid IT Consulting Pvt. Ltd.



Anurag Juyal

Associate General Manager-HR

On joining the Company, you are required to furnish the following documents to the HR Department:  
Please send us the scanned copy of these documents.

- Birth certificate
- Education mark sheet/ Degree or provisional certificate for Bachelor & PG degree
- Scan copy of relieving
- Address proof, photo ID proof & PAN Card
- For current employing latest month's salary slip

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

**Offer Letter Agreement**  
*(Private and Confidential)*

**Date:** 11<sup>th</sup> August 2023

**Name:** Monika V

**Designation:** Business Development Executive

We are pleased to offer you the position of **Business Development Executive** with us here at Nibav Lifts Private Limited. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

**Commencement Date**

Your joining date is 11<sup>th</sup> August 2023

**Working Location**

Ideally, you'll be based in Hyderabad, but August require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

**Remuneration**

Your remuneration would be as given below and will be paid on the 31<sup>st</sup> of every succeeding month.

Components	Per Month (in Rs)	Per Annum (in Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
<b>Gross</b>	<b>35,000</b>	<b>4,20,000</b>

Applicable TDS will be deducted.

\*For any loss or damage of personal belongings, the company will not be responsible for the same.

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd. Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001:2015 Certified

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

## 22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

### Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,



**Balaraman P**

**HR Operations Team Lead**

I hereby accept the terms and conditions of this offer letter agreement.

Name: V. Monika

Signature: V. Monika

Date: 11-08-2023

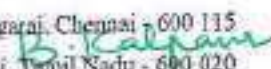
\*All the terms and condition are subject to change and will be notified by the company.

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

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

**STRICTLY PRIVATE AND CONFIDENTIAL**

Dear **MUGUNDHAN B,**

With reference to your application and subsequent interview with us, we are pleased to offer you a position at FLOW as **Management Trainee (Executive/Level 1A)**.

You will be issued a detailed appointment letter stating the role & responsibilities, CTC & benefits, company policy and other terms of the employment within 15 days of your joining date. This Offer letter merely displays our intent to employ you and your employment with the company shall commence only upon signing the Appointment letter on the day of joining.

Your joining date will be **01 Dec, 2023** this offer shall be open and valid till the expected date of joining and will stand automatically withdrawn, should you not join the services of the company on the said date. Once you join, you will be on a probation for typically 6 months (extendable by 3 more months if performance needs improvement), after which you shall be confirmed by the company by way of a confirmation letter.

At the time of joining, please submit self-attested copies of the following documents for our records:

- Degree certificates of graduation and post-graduation (if any)
- Relieving letter from previous organization
- Aadhar card & PAN card
- Last 3 month's salary slip
- Residential address proof 3 passport photographs

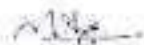
Please note that this offer letter is subject to all the data/information furnished by you during interviews bring factually correct. Any deviation/misrepresentation of the information furnished gives the right to the company to withdraw/cancel the offer and/or terminate the employment (if already joined) without prior notice.

Please share a signed, scanned copy of the offer letter as your acceptance towards the same.

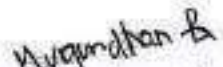
Looking forward to a long, fruitful stint with you at FLOW!

ACKNOWLEDGEMENT

I accept the offer

  
Vyoma Pandit  
Co-founder

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

  
Signature of candidate

We are pleased to confirm the following details of this offer:

Salary Break Up			
		Designation	Management Trainee (Executive/ Level 1A)
Department	Sales	Employee ID	POFR147
Date of joining	1 <sup>st</sup> Dec 2023	With Effective Form	1 <sup>st</sup> Dec 2023
Reporting	Pankaj		
<b>Fixed CTC</b>	<b>Variable CTC</b>	<b>Total</b>	
4,50,000	1,50,000	600000	
<b>Details</b>	<b>Annually</b>	<b>Monthly</b>	
Basic	225000	18750	
HRA	4236	353	
Telephone Expenses	36000	3000	
Travelling Conveyance	18000	1500	
Basket of Allowance	76764	6397	
<b>Total Gross Salary</b>	<b>450000</b>	<b>37500</b>	
Deductions			
<b>Details</b>	<b>Annually</b>	<b>Monthly</b>	
Provident Fund	21600	1800	
Medical Insurance	6000	500	
Professional Tax	2400	200	
Income Tax			
<b>Total</b>	<b>30000</b>	<b>2500</b>	
<b>Total Net Salary</b>	<b>420000</b>	<b>35000</b>	

*B. Kalpana*  
**PRINCIPAL**

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

January 19, 2023

Muralidharan Rangarajan

7/56, Arunodhayam Nagar, Nanmangalam,  
Kancheepuram,  
Tamil Nadu- 600064 India

Dear Muralidharan ,

Sub: Offer Letter

Congratulations!

We are pleased to offer you the position of **Document Production Associate** for **Banking** unit at Williams Lea India Pvt. Ltd. You are required to join duty on or before **23 June 2023**, post which the offer stands void.

You will be reporting to the **Senior Client Manager**

The terms and conditions of your appointment are as follows -

#### 1. SALARY & JOB BAND

Your annual remuneration would be **INR 5,09,628/- (Five Lakh Nine Thousand Six Hundred and twenty-eight only)**, details of the same have been specified in the annexure to this letter. Your Job Banding would be **D**. You will be governed at all times by the policies, procedures and rules of the company related to the salary, allowance, benefits and pre-requisites which are specified in the offer letter. Please note that if your DOJ is on or after 6<sup>th</sup> of a month, then the pro-rated salary for that month shall be paid along with subsequent month's salary. E.g. if your DOJ is in between 6<sup>th</sup> January 2021 to 31<sup>st</sup> January 2021 (both dates inclusive), then your pro-rated salary for the month of January 2021 shall be paid along with your February 2021 salary. Further, the company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies. The entitlements will be governed by the job band an employee belongs to.

#### 2. INITIAL PLACE OF POSTING

Your initial place of posting will be **Module 0308 "D" Block, Third Floor, Tidel Park, Taramani, Chennai-600113, Tamil Nadu, India.**

#### 3. JOB ASSIGNMENTS

You may during the course of your employment be given any assignment arising out of the company's business that the company, in its subjective judgments, feels is suited to your background, qualifications or experience.

#### 4. TRANSFER

The company, may in its business interest, transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfers as per company rules.

#### 5. SERVICE CONDITIONS

During the period of your employment with the company, the service rules and regulations of the company and the amendments that may be brought into force from time to time and the rules governing business conduct, ethics and secrecy shall govern you.

*B. Kalpana*  
PRINCIPAL

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

be **One month** both from your side and the employer's side; and on confirmation of your employment the notice period will stand revised to **two months**.

**14. MINIMUM SERVICE PERIOD**

In case of leaving, the employee shall serve **two months' notice period**. The payment for notice period will be solely at the discretion of the Management. The salary payable shall be the Basic salary drawn at the time of resignation. In the event of misconduct or an act of serious breach by you, the company is entitled to terminate your employment with immediate effect without any prior notice.

The Company, at its sole discretion, may terminate services of employment after giving due notice, under any of the following conditions:

- When performance does not meet acceptable standards, as defined by the Business unit.
- When client operations shut down completely and there is a possibility of business impact
- Any other Force majeure situations that may affect the company operations

**15. EMPLOYMENT RELATIONSHIP**

Under this offer of employment, the company is engaging you as a full-time employee and you shall be assigned to work with any of the clients that we support worldwide. In engaging your services, employment relationship is between you and Williams Lea India Pvt Ltd. alone and not to the client that you are aligned to. You will also not be entitled to any benefits including and not limited to any bonus, allowance, severance payment, compensation, stock, options, etc., which are provided by the client to its permanent employees and/or claim permanency of employment with the client.

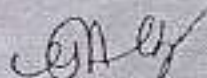
**16. SHIFTS**

You will be required to work in shifts as per company's needs.

**17. ACCEPTANCE**

If the terms and conditions of appointment enumerated in this letter of appointment, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company. We welcome you to the organization and sincerely hope that your period of service will be long, pleasant and of mutual benefit.

For Williams Lea India Pvt. Ltd.



**Anandaraj George**  
Senior Manager – HR Operations


I agree to accept employment on the above-mentioned terms and conditions:

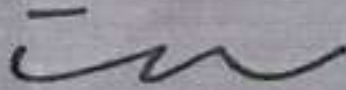
Signed:



Name: **Heralidhasan**

Date: **22/06/23**

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



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Murugan S

Chennai

Phone no: +91 7345078900

Dear Murugan S,

Thank you for giving us the opportunity to discuss possible employment with Innovate Networks E-Services Pvt Ltd!

As a result of the discussions, we have had with you, we are delighted to make you an offer for the position of **Business Analyst**, at **Bangalore** on the following terms and conditions:

1. Your appointment will be effective on or before **10th July 2023**. Kindly advise us the date that would be convenient for you to join within the aforesaid date.
2. Your location of employment will be Bangalore, India ( Pruthvi Tower, Plot No. 1571/A, 1st Floor, 27th Main, Sector 2, HSR Layout, Bengaluru, Karnataka 560102).
3. Your annual compensation (Cost to Company/CTC) will be **INR 4,50,000 (Rupees Four lakhs Fifty thousand only)** details as per the annexure.
4. The following documents are to be submitted once you accept this offer.
  - Mark sheets- 10th, 12th, Graduate and Post Graduate mark sheets
  - Experience certificate - Relieving certificate from previous organization/s
  - Salary certificate -last 1 month pay slip of previous organization, Offer letter.
  - Certificate of address - Aadhar, Pan copy or passport copy
5. You will be eligible for earned leaves of 15 days and emergency leave of 5 days Annually. Earned Leave is credited on a monthly basis and the leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. You are entitled to 12 days of public holiday as declared by the Company in a calendar year (Jan to Dec).
6. You and your family will be entitled for a Health insurance benefit from the date of confirmation. A maximum sum insured of **INR 10,00,000/family**, includes spouse, 4 children under the age of 25 years and dependent parents.

---

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984





# INNOVATE NETWORKS

E-SERVICES PVT LTD.

Annexure  
(Salary Break-up)

Name:	Murugan S
Designation:	Business Analyst
Location:	Bangalore
CTC – INR Per Year	4,50,000
<b>Salary Components</b>	<b>INR Per Year</b>
Basic Salary	2,25,000
*Flexible Allowance Option	2,25,000
<b>Total Salary(A)</b>	<b>4,50,000</b>
<b>Mediclaim, Personal accident, Term insurance benefits over and above CTC</b>	

<i>Allowance</i>	<i>INR Per Year</i>	<i>Flexible Option Guidelines</i>	<i>INR Per Month</i>
HRA	1,12,500	Maximum up to 50% of basic Salary*	9,375
Conveyance Allowance	19,200		1,600
Medical Reimbursement	15,000		1,250
Special Allowance	78,300	Balance Amount	6,525
Ff(employer Contribution)		Inr 1,800 per month	

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984



**Offer Letter Agreement  
(Private and Confidential)**

**Date:** 11<sup>th</sup> August 2023  
**Name:** Murugalvel T  
**Designation:** Business Development Executive

We are pleased to offer you the position of **Business Development Executive** with us here at Nibav Lifts Private Limited. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

**Commencement Date**

Your joining date is 11<sup>th</sup> August 2023

**Working Location**

Ideally, you'll be based in Hyderabad, but August require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

**Remuneration**

Your remuneration would be as given below and will be paid on the 31<sup>st</sup> of every succeeding month.

Components	Per Month (In Rs)	Per Annum (In Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Gross	35,000	4,20,000

Applicable TDS will be deducted.

\*For any loss or damage of personal belongings, the company will not be responsible for the same.

**Nibav Lifts Pvt Ltd**  
*B. Kalpana*

Office Address: Nibav Towers, No.115, Kazum Garden, 1st Street, Neelangarai, Chennai - 600 115  
Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020  
Ph: +91-44-2490 2828. E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001:2015 Certified

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

## 22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

### Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,



**Balaraman P**

**HR Operations Team Lead**

I hereby accept the terms and conditions of this offer letter agreement.

Name: MURUGAVEL T

Signature: T. Murugavel

Date: 11-08-2023

\*All the terms and condition are subject to change and will be notified by the company.

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

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

Aug 22, 2023

**Ms M MURUGESWARI**

murugeswar12001@gmail.com

Candidate Id: CN20230392

Dear M MURUGESWARI,

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division**.

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.


You will report to **Mr. Prasad C (Training Manager)** or anyone whom he may depute. Your date of joining will be **31 August 2023**. Your base location will be **Chennai**.

The period from your joining date to your course completion will be treated as an internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than **5 days** from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

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

## Annexure I: Annual Compensation Structure

Name	Ms M MURUGESWARI	Position & Department	Associate Trainer
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: \*Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000).  
The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 - D Career Education Pvt Ltd.

*Arumugam N Vadivelu*  
Arumugam N Vadivelu  
HR Business Partner

### ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

*M. Murugeswari*  
31-08-2023  
Name & Signature of the candidate with date of acceptance

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

# accesshealthcare

Date: 01 Mar 2023 20:53

Employee ID: M0249150  
Mr./Ms. Mutharasi Dhanabalan  
Assistant Client Partner - AR

## Appointment Letter

Dear Mutharasi Dhanabalan,

Thank you for the keen interest you have shown in our organization. Consequent to your application and the subsequent discussions you had with us, we are pleased to appoint you as **Assistant Client Partner - AR** with Access Healthcare Services Private Limited.

We appreciate your entrepreneurial instincts and welcome your decision to join this organization. We are sure that not only will you contribute in your field of expertise but also help build this organization to be a Global Player. In doing so, together we will preserve the Core Values that we stand for.

You are requested to contact **HR Team** at the following address to take on your assignment on **22 May 2023**

**Access Healthcare Private Limited ( HQ ), A9, First Main Road  
Ambattur Industrial Estate, Chennai - 600 058, Tamil Nadu, India.**

In case you need any further clarification / assistance, please get in touch with the under signed.

Please sign and return a copy of this letter to the undersigned at the earliest.

Looking forward to your joining our "Winning Team".

With best wishes,

Yours sincerely,



**Samuel S**  
Director - HR

I accept this appointment and the Terms and  
Conditions attached.

Digitally Acknowledged by me on

01 Mar 2023 20:53

.....*Mutharasi*.....

Signature of the Candidate

Name : Mutharasi Dhanabalan

Employee ID : M0249150

Access Healthcare Services Pvt. Ltd  
CIN:U74220TN2011PTCO78925  
Registered Office: Kochar Technology Park, SP-31A,  
3rd Floor, Ambattur Industrial Estate,  
Chennai - 600058, Tamil Nadu, INDIA.  
Phone: +91 44 43106960/81/82,  
Website: www.accesshealthcare.com

Head Quarters  
#A9, First Main Road, Ambattur Industrial  
Estate, Ambattur, Chennai - 600 058,  
Tamil Nadu, INDIA.  
Phone: +91 44 42176068.

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

# accesshealthcare

## Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	12700.00	152400.00
House Rent Allowance	6350.00	76200.00
Conveyance Allowance	1600.00	19200.00
DA	0.00	0.00
SDA	0.00	0.00
Statutory Bonus	1965.00	23580.00
Special Allowance	5647.00	67764.00
Gross (A)	28282.00	339384.00

### Benefits

Provident Fund	1800.00	21600.00
ESI	0.00	0.00
Medical Reimbursement	0.00	0.00
Retention Incentive	1058.00	12696.00
Gratuity	610.00	7320.00
Total (B)	3468.00	41616.00
Cost To Company (A+B)	31750.00	381000.00

### Insurance Benefits:

a) **Floating Medical Insurance:** Access Healthcare provides a floating medical insurance coverage for expenses related to hospitalization for you and a maximum of three dependents

**Default Coverage limit: Rs.100,000/- per annum**

b) **Personal Accident Insurance:** This provides you with round the clock financial protection in case of an accident anywhere in India. **Coverage limit: Rs.100,000/-**

### Retirement Benefits:

#### a) Gratuity:

This is an ex-gratia payment paid as gratitude for your continuous service, as per Payment of Gratuity Act, 1972 and is governed by the guidelines laid out by Access Healthcare.

#### b) Provident Fund:

Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to INR 15,000/-. If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee part of the contribution forms part of your salary structure and is payable as per Employees Provident Fund Act, 1952.

*B. Kalpana*  
**PRINCIPAL**

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

M0249150  
**Confidential**

Access Healthcare Services Pvt. Ltd  
CIN:U74220TN2011PTCO78925  
Registered Office: Kochar Technology Park, SP-31A,  
3rd Floor, Ambattur Industrial Estate,  
Chennai - 600058, Tamil Nadu, INDIA.  
Phone: +91 44 43106980/81/82,  
Website: www.accesshealthcare.com

Head Quarters  
# A9, First Main Road, Ambattur Industrial  
Estate, Ambattur, Chennai - 600 059,  
Tamil Nadu, INDIA.  
Phone: +91 44 42176066.



ID/OL/0304231567

21st March 2023

Ms. Mythily R  
Chennai

Dear Mythily,

Quanti is pleased to offer you the position of 'Analyst' at grade L1. Your location of reporting is Bengaluru, India.

#### I. APPOINTMENT

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 3rd April 2023.
- b. Probationary period and confirmation as a permanent employee of Quanti (the "company"):  
You will be on probation for a period of first 6 months from the date of joining the company and may be confirmed as a permanent employee upon successful completion of your probation. On satisfactory completion of probation period, you shall be confirmed in writing.
- c. Termination during probation:  
In the event of your resignation or termination of services, either side will have to give two months' notice or two month's gross salary in lieu thereof.
- d. Your appointment is contingent upon satisfactory reference & background checks including verification of the following:
  1. Completeness and accuracy of the information provided in your curriculum vitae;
  2. Original certificates for confirmation of stated academic and professional qualifications;
  3. Passport, address, driver's license and/or similar documents; and
  4. Satisfactory character reference check(s) based on the referrals provided.
- e. This appointment is subject to your being certified medically fit by a registered medical practitioner. The company shall have the right to order you to undergo the medical test at any time during your service to determine fitness. In the event of you being found unfit for the work for which you are employed, the company shall have the right to terminate your service based on the said report.
- f. You will retire from service on attaining superannuation at the age of 60 years.

#### II. COMPENSATION

You will be eligible to receive the following:

- a. You will receive a fixed compensation of ₹ 4,00,000 (Four Lakhs Only) per annum. Please find the detailed breakup of salary in Annexure- I.
- b. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
- c. The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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

Page 1 of 5





X: OTHER TERMS & CONDITIONS

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Conduct and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We welcome you to iQuanti family and looking forward to a long rewarding career with us over the years to come.

Yours sincerely,  
For iQuanti (India) Private Ltd.

**Anupam Pareek**  
Vice President - Human Resources

Page 5 of 5

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



PSPL/2022/OF/5468/Sales Executive

August 01, 2022

Mythily T

Chennai

Dear Mythily T.

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Executive in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **227004/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **3-Aug-22** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Rajesh Babu**, Contact No. **8148778035** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Chennai**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services

Paytm Services Private Limited  
(Formerly known as Balance Technology Private Limited)  
[offer@paytmservices.com](mailto:offer@paytmservices.com)  
[www.One97.com](http://www.One97.com)

*B. Kalpana*  
**PRINCIPAL**  
Corporate Office: 1st Floor, 80 Feet Road, Bangalore, India  
Ph: +91 9845707700 | B: 91 9204770771 | CIN: U74110KA2016PTC094535  
Registered Office: Ground Floor, Essel Washnavi Summit, 6/8 7th Main,  
80 Feet Road, 3rd Block, Heeralal Layout, Koramangala, Bangalore - 560034



Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	4279	51345
Special Allowance	0	0
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>16679</b>	<b>200145</b>
PF (Employer)	1488	17856
ESIC (Employee)	542	6505
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>18917</b>	<b>227004</b>
<b>Variable</b>		
Performance Linked Incentive (PLI)	15000	180000
<b>Total Salary (Gross CTC)</b>	<b>33917</b>	<b>407004</b>

\*\*\*Medical Insurance premium rate is subject to change

\*\*\*Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\*\*\*Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\*\*\*FairDay Attendance will be applicable as per policy.

*B. Kalpana*

PRINCIPAL

PRINCE SHRI VENKATESHWARA

ARTS AND SCIENCE COLLEGE

Paytm Services Private Limited

(Formerly known as Balance Technology Private Limited)

offer@paytm.services.com

www.Dn487.com

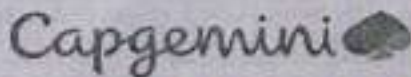
Corporate Office - B-121, Sector 5, Noida 201301, India

CHENNAI - 600 073

T: +91 120 4770770 F: +91 120 4770771 CIN: L17411QA2016PTC094535

Registered Office - Ground floor, Essee Washnani Summit, 6/8 7th Main,

80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



Cappgemini Technology Services India Limited Plant  
2, 'C' Wing, 1<sup>st</sup> Floor, Godrej IT Park, Godrej &  
Boyce Compound, Gate No. 2,  
L.B.S. Marg, Prohbanagar, Vikhroli (West), Mumbai  
400 079, Maharashtra, India. Tel: +91 22 6686 0900  
Fax: +91 22 6755 7066 www.cappgemini.com

## Offer Letter

Dear A Nabisa,

A very warm welcome to you! Cappgemini's slogan is 'People Matter, Results Count', and we live it each day at work. We hope that it resonates with you too, as we set out to achieve our goals - both individually as well as a team-together. To give you an idea, this is how your first day will progress...

1. Reporting at 9:00AM
2. Verification/Filling/ Submission of Background Verification Form
3. Receipt of Employee Handbook and visitor-cum-bus pass
4. Filling up of master form
5. Lunch break
6. Submission of signed documents
7. Receipt of appointment letter
8. Bank account opening
9. Receipt of buddy details and meeting buddy

We wish you all the very best, and hope to have a long and fruitful association with you!

Regards

Team HR

Kindly note:

- Please dress in business formals
- Please carry this welcome letter on your Date of Joining
- If you are driving to office on the first day, please ensure you are there by 8:45AM, and contact security at the main gate for your entry passes.

The information contained in this message is proprietary and confidential.

Copyright © 2019. All rights reserved by Cappgemini.

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

Upon joining Caggemini,

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

Caggemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Caggemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact [fresherhiring.in@caggemini.com](mailto:fresherhiring.in@caggemini.com).

Thanking you,

Yours Sincerely,

**For & On Behalf of Caggemini**



Hrushikesh M  
Vice President HR, Caggemini India

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



Date: 24-11-2023

**Subject: Offer of Employment**

Dear Nadhiya M,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in black ink, appearing to read "Sushil", written over a horizontal line.

**Sushil Chander**  
Vice President – Human Resources

**Annexure 1**

**Date:** 24-11-2023

**Name:** Nadhiya M

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



## LETTER OF OFFER

21-November -2023

Dear Nagajothi R,

Candidate ID      CO044124  
Band                1  
Designation        Trainee

Congratulations!

We are pleased to extend this offer of employment for the position of **Trainee** at an annual CTC of **INR 2,79,675/-** with Thryve Digital Health LLP at our **Chennai** office. You may refer to Annexure I for the detailed break-up of your salary structure.

You are required to report to Thryve Digital Health LLP on **30-November-2023** at 10:30 am. As we are virtually onboarding during pandemic period, our onboarding team member will get in touch with you to complete the onboarding formalities over a call.

You will be on a training and evaluation for a period of 6 (six) months from the date of joining the company, on the completion of this period you will be automatically confirmed in your post provided your work and conduct are found to be satisfactory. The company has the right to extend your evaluation period up to another 3 (three) months if need be. If you are absent from work due to leave of absence for more than 14 calendar days, your training and evaluation period shall be extended by a period equal to the duration of such absence.

During this period, you will be eligible for Sick Leave only and any other leave will be solely at the discretion of the Manager Your Annual Leave will accumulate for the evaluation period and be credited to your at the end of the said period

During the training and evaluation period, or any extension thereof, you may be required to undergo training courses, instructions and to pass certifications and tests (either internal or external), as a condition for the satisfactory completion of probation

During evaluation phase, the period of notice required for cessation of employment is 14 calendar days on either side.

Please accept the offer in the candidate portal / sign the copy of this offer letter/reply via email within 5 days of receipt of this offer to indicate your acceptance.

At this time of joining you will be required to upload the photocopies of the following documents in candidate portal & originals (for verification) when requested.

1. Relevant Educational Certificates (from 10 onwards)
2. Residential Proof
3. ID proof-Aadhar/Pan Card/Passport
4. Recent photograph (4 passport sizes)

Please note the offer is valid subject to verification of your documents related to both education and work experience as mentioned in your profile and you clearing the Background verification and medical tests. You agree and understand that if in any manner the background verification fails, Thryve reserves its right to terminate you with seven days' notice.

For Thryve Digital Health LLP

Shrinivas Ayyagari  
Chief Human Resources Officer

### THRYVE DIGITAL HEALTH LLP

Registered Office: 8<sup>th</sup> Floor (Module 1 to 4) Cambridge Tower, Ramanujan IT City SEZ, Rajiv Gandhi Salai (OMR)Taramani, Chennai-600 113.  
Ph: 044 66511000 | Fax: 044 66511001

LLPIN: AAG-3313. THRYVE DIGITAL HEALTH LLP is registered with limited liability under the Limited Liability Partnership Act of 2008

Thryve confidential

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



Date: September 14, 2023

Private and Confidential

NAGALEKSHMI S

No.34B,Venkateshwara Nagar,  
Chitlapakkam,  
Chennai,  
TamilNadu,  
India-600064

Dear Nagalekshmi,

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCLTech" or "Company")** as **Customer Service Representative**. You are required to report on September 18, 2023 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ,SDB5, GF Lab3; 3rd & 4th flr.**

- Your annual compensation would be **Rs. 235000 Per annum** as per compensation structure outlined in Annexure I. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure III.**
- You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id [gunasekaran.m@hcl.com](mailto:gunasekaran.m@hcl.com), failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct.

*S. Nagalekshmi*  
Signature of the employee

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

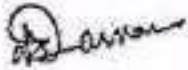
Principal  
Prince Shri Venkateshwara  
Arts and Science College  
Gowrivakkam, Chennai - 600 073

**PRINCIPAL**

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

**HCL**

Yours sincerely,  
For HCL TECH LTD BPO SERVICES



**Debasis Sarkar**  
Sr. VP, Head-Global Rewards

DEBASIS SARKAR  
SENIOR VICE PRESIDENT

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

*B. Kalpana*  
PRINCIPAL

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

*S. Krupalashmi*  
Signature of the employee



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Nambiyar S

Chennai

Phone no: +91 9940048237

Dear Nambiyar S,

Thank you for giving us the opportunity to discuss possible employment with Innovate Networks E-Services Pvt Ltd!

As a result of the discussions, we have had with you, we are delighted to make you an offer for the position of **Business Analyst**, at **Bangalore** on the following terms and conditions:

1. Your appointment will be effective on or before **10th July 2023**. Kindly advise us the date that would be convenient for you to join within the aforesaid date.
2. Your location of employment will be Bangalore, India ( **Pruthvi Tower, Plot No. 1571/A, 1st Floor, 27th Main, Sector 2, HSR Layout, Bengaluru, Karnataka 560102**).
3. Your annual compensation (Cost to Company/CTC) will be **INR 4,50,000 (Rupees Four lakhs Fifty thousand only)** details as per the annexure.
4. The following documents are to be submitted once you accept this offer.
  - Mark sheets- 10th, 12th, Graduate and Post Graduate mark sheets
  - Experience certificate - Relieving certificate from previous organization/s
  - Salary certificate - last 1 month pay slip of previous organization, Offer letter.
  - Certificate of address - Aadhar, Pan copy or passport copy
5. You will be eligible for earned leaves of 15 days and emergency leave of 5 days Annually. Earned Leave is credited on a monthly basis and the leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. You are entitled to 12 days of public holiday as declared by the Company in a calendar year (Jan to Dec).
6. You and your family will be entitled for a Health insurance benefit from the date of confirmation. A maximum sum insured of INR 10,00,000/family, includes spouse, 4 children under the age of 25 years and dependent parents.

---

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

Annexure  
(Salary Break-up)

Name:	Nambiyar S
Designation:	Business Analyst
Location:	Bangalore
CTC – INR Per Year	4,50,000
<b>Salary Components</b>	<b>INR Per Year</b>
Basic Salary	2,25,000
*Flexiable Allowance Option	2,25,000
<b>Total Salary(A)</b>	<b>4,50,000</b>
Mediclaime,Personal accident, Term insurance benefits over and above CTC	

<i>Allowance</i>	<i>INR Per Year</i>	<i>Flexiable Option Gudelines</i>	<i>INR Per Month</i>
HRA	1,12,500	Maximum up to 50% of basic Salary*	9,375
Conveyance Allowance	19,200		1,600
Medical Reimbursement	15,000		1,250
Special Allowance	78,300	Balance Amount	6,525
Pf(employer Contribution)		Inr 1,800 per month	

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984



Dear E.Nandha,

10-July-2023

**Subject: Appointment as "Product Specialist"**

We Would be really thrilled to have you on board.

SMARTAIL PVT LTD is an Indian start up mainly focused on bringing about digital transformation in the field of Education using Artificial Intelligence and Data Science. This is an aggressive goal which we aim to achieve by hiring talented, future-focused humans.

SMARTAIL PRIVATE LIMITED is subject to the employment laws of India.

Further to your recent interview and your acceptance of the offer, we are delighted to confirm our employment offer with SMARTAIL Pvt Ltd to you.

This offer is subject to a

- (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; and
- (ii) the acceptance of the terms and conditions of your assignment as set forth below and the attachments that are incorporated by reference ("Agreement"); and
- (iii) you're obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable.

#### Role details

**Position: Product Specialist**

**Location: Chennai, India**

**Supervisor: Arun Kumar, Delivery Head**

**Date of Joining: July 15, 2023**

B.Kalpave  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
VANDIYAKKAM, CHENNAI 600073.

## **Annual Compensation**

### **Gross Annual salary**

Your annual gross salary including benefits, allowances and perquisites and grossed up value of FSA, if any, payable by the company on any item of your remuneration and/or perquisite is **Rs.2,40,000/- (Rupees Two lakhs forty thousand only.)** A typical break up is provided as an illustration in the Annexure A to this letter. This supersedes any other communication made to you previously on compensation.

## **Compensation Review**

Your compensation will be reviewed annually based on your job performance, business performance, as well as market pay trend. As a special case, your compensation will be reviewed nine 12 months after the start of employment.

## **Other Details**

### **Probation**

Initial probation period is **Six months**. Successful completion of probation period is dependent on satisfactory performance as assessed by your Reporting Manager. On the expiry of the probation period unless your probation is extended or services are terminated in writing, you shall be automatically deemed to be permanent.

### **Transferability**

Your initial place of posting will be **Chennai, India**. However, your services are liable to be transferred from one location to another, anywhere globally. Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Chennai only.

### **Contract Term and Notice**

This employment may be terminated at any time:

I. if the performance of the employee is determined to be unsatisfactory, employment could be terminated immediately, before the completion of the probation period.

II. by giving **two months'** advance notice in writing or payment in lieu thereof to the other party after completion of Probation Period; and

III. if in the reasonable opinion of Company, you are guilty of serious misconduct, Company may terminate your employment summarily without notice. Serious misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of confidentiality agreements as agreed upon.

IV. In the event of termination due to misconduct or any other reason, the Company reserves the right to buyback vested stock at a price to be determined by the Company.

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



**SHRIRAM**  
Finance

December 16, 2023

Ref No: CAN088084

Mr. NANDHA KUMAR I

1/345, Periyar Street Medavakkam,

Chennai,

Tamil Nadu-600100.

Mob No.: 8720367182

Dear Mr. NANDHA KUMAR I

**SUB: EMPLOYMENT OFFER AS "BUSINESS EXECUTIVE"**

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "BUSINESS EXECUTIVE" in the grade of "OP3" in our organization on the following terms and conditions.

6. Your Place of Posting will be at our **THIAGADURGAM** located at, KARUR VYSYA BANK UPSTAIRS, ANNA NAGAR, PRITHIVIMANGALAM, THIYAGADURUGAM, KALLAKURICHI DT, THIAGADURGAM-606203.
7. You shall be responsible for growth & development of our commercial Vehicle Finance Business and Recovery of the territory allotted to you.
8. You will report to the **Branch Head** and shall carry out all assignments as delegated to you from time to time.  
You will be paid a total remuneration of **Rs. 2,86,320/- p.a.** The Break-up of which is enclosed.
8. You will be entitled for performance based incentive as per company's policy, which will be released at the sole discretion of the management.
9. You will be entitled for Gratuity as per statutory rules.
10. You shall produce the following mandatory documents on the date of joining.
  - a. Passport Size Photos-4 nos.
  9. Copy of Pan card & Aadhaar card (compulsory).
  10. Copy of Address ID proof.
  11. Copy of Educational Qualification (Internet copies of the marksheet are not acceptable). e. Relieving & Experience Letter from Current Employer for Experienced Candidates.
  10. Proof of latest 3 months payslips (If applicable).
  11. Copy of Driving License is mandatory.
  12. Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
  13. Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).
- (i) Candidate with prior experience has to submit proof of UAN and ES1 numbers (Previous Employer) mandatorily failing which Employment will not be considered till the submission of the same. You are also requested to submit E-Aadhar details displaying the number clearly in order to validate with UAN/Other Submissions.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This Offer of Employment is valid for a period of 30 days only and the above specified documents along with respective original certificates for verification are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation to **KRISHNAMOORTHY G-DEPUTY MANAGER- KRISHNAMOORTHY.G@STFC.IN(9952599234)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

For **SHRIRAM FINANCE LIMITED**

**A. GANESH**  
SENIOR VICE PRESIDENT

(Accepted)

Disclaimer: SHRIRAM FINANCE LIMITED do not engage any consultants or agencies for recruitments.

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



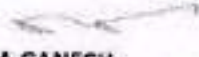
**REMUNERATION DETAILS OF MR.NANDHA KUMAR I**  
**(BUSINESS EXECUTIVE - OP3)**

S.NO.	COMPONENTS	AMOUNT MONTHLY	AMOUNT YEARLY
1.	BASIC SALARY	5500.00	66000.00
2.	HOUSE RENT ALLOWANCE	2000.00	24000.00
3.	MEDICAL ALLOWANCE	1250.00	15000.00
4.	EDUCATION ALLOWANCE	200.00	2400.00
5.	OTHER ALLOWANCE	4260.00	51120.00
6.	VEHICLE ALLOWANCE	2000.00	24000.00
7.	PETROL ALLOWANCE	5000.00	60000.00
8.	TELEPHONE ALLOWANCE	500.00	6000.00
	<b>GROSS</b>	<b>20710.00</b>	<b>248520.00</b>
9.	INSURANCE BENEFITS	250.00	3000.00
10.	PROVIDENT FUND	1800.00	21600.00
11.	BONUS/EXGRATIA	1100.00	13200.00
	<b>CTC</b>	<b>23860.00</b>	<b>286320.00</b>

**NOTE:**

1. Item on Sr.No. 1 to 8 shall be paid through payroll.
2. Item on Sr.No. 9 shall be towards insurance benefits.
3. Item on Sr.No. 10 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 11 as and when declared.

For **SHRIRAM FINANCE LIMITED**

  
**A.GANESH**  
**SENIOR VICE PRESIDENT**

(Accepted)

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





Dec 20<sup>th</sup> 2023

**Letter of Offer**

Dear **NANDHINI E,**

*Congratulations!*

We are delighted to offer you the position of "Jr. Sales Executive" in our organization subject to the following:

1. The date of joining and reporting to work will be on or before of Dec 22<sup>nd</sup>,2023 You will be based in Bangalore and shall report to **Bangalore office HR Manager.**
2. Your total annual Cost to Company including Salary and Provident Fund will be as follows:
  - Fixed Annual Salary (comprising of Basic Salary, HRA, Medical Allowance, Special Allowance and Provident Fund): **Rs. 5,00,000/-**
  - Variable Pay: **Rs 2,40,000/-** per annum on meeting 100% of targets. Targets are reasonable and will be shared on joining.
  - Total Annual Remuneration: **Rs. 7,40,000/-** subject to the above.
3. A detailed appointment letter will be offered on the date of joining. Please bring original documents to verify along a copy of the following
  - Educational Documents/ Certificates
  - Address Proof - Permanent
  - Address Proof – Present
  - 2 photo id proofs
  - Previous Employment Records
  - Copy of PAN
  - Three passport size photographs

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited

**Bikram Nag**

**Joint Executive Chairman & Manager Director**



Barclays Global Service Centre Private Limited  
DLF IT Park, Level 8, Building 9A and B  
Nandambakkam Post, Ramapuram,  
Mount Poonamallee Road, Manapakkam, Chennai  
Tamil Nadu  
600089  
India  
Phone: +91 2261752000

29 September 2022  
G Nandhini  
31A, Ambika Nagar 1st Street,  
Madampakkam  
Chennai  
600126

Dear G Nandhini,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("**Employment Letter**").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sanjeev Mishra  
Director HR Operations - GSC India

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SE2, Survey No. 65,  
Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

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

Salary

Components	In INR Per Annum
Basic salary	180,000.00
House Rent Allowance	90,000.00
Flexible Benefit Plan (see further "Statutory and Other Benefits" below)	90,000.00
<b>Annual Salary</b>	<b>360,000.00</b>
<b>Statutory Bonus</b>	<b>24,802.00</b>
<b>Employer's ESI Contribution (Employee State Insurance)</b>	<b>0.00</b>
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,654.00
<b>Total Fixed Pay</b>	<b>415,056.00</b>
Target In-Year Discretionary Incentive Award	30,000.00
<b>Estimated Cost to Company (CTC)</b>	<b>445,056.00</b>

The target discretionary incentive award is for illustrative purposes only. Payment of any discretionary incentive award is at the absolute discretion of Barclays, and is also subject to the applicable plan rules from time to time in force. You may not receive any discretionary incentive award, or may receive an amount less than the target. Awards may be delivered in a form other than cash, and may be deferred. If you are eligible to receive a discretionary incentive award that is not annual (e.g. it is monthly or quarterly), then you are not eligible to be considered for an annual award.

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 28th (or the prior working day if the 28th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

Discretionary Incentive Award

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

Annual Leave

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

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



Date : 12th June, 2023

Private & Confidential

To,  
Narasimhan,

Subject: Offer Letter

Dear Narasimhan,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only)** per annum, which includes a (Fixed Gross Monthly Component of **Rs. 27,500/-** Fixed Incentive (disbursed quarterly) Component of **Rs. 2,500/-** and Monthly Variable Component of **Rs. 5,000/-**) per month consolidated as mentioned in Annexure A. The organization currently adheres to a two months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

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





25. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities"), and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Sapariya  
HR Manager

Date: 15-6-23

Name: *Narasimhan*

Place: Chennai

Signature: *Narasimhan*

*B. Kalpana*  
**PRINCIPAL**

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





**Provisional Offer**

Date: 04.06.2023

Process: AES Process

Dear Narendra Ashwin.S

In connection to the interview you had with us, we are happy to give you a provisional offer for the position of Associate Trainee at Altruist Customer Management India Pvt Ltd, with the below mentioned conditions.

- You will need to join us YTC failing which this offer is void.
- Your Monthly Net Take - home Salary would be INR 27,100/- Per Month
- Your training will be 30 days and Rs.7500/- will be provided as your Training stipend.
- Training stipend will be applicable only on successful completion of your training certification.
- Your DOJ will be considered from day 1 Training start date.
- No Deductions of PF / ESI etc.
- You will have to login for 9 hours every day (i.e., 8 Hours of work and 1 Hour Break)
- The payroll cycle will be calculated from (25<sup>th</sup> to 25<sup>th</sup>) of every month and the salary will be credited 7<sup>th</sup> of every month.

**Please report at 9 AM on your date of joining with the below mentioned documents.**

- Education Credentials - SSLC and HSC / Diploma certificate / Degree certificate (Mandatory)
- Proof of DOB- SSLC mark sheet / voters id / Pan card / Aadhar card (Mandatory)
- Proof of residence - Voters id / Pan card / Ration card/ Aadhar card (Mandatory)

We look forward to your joining with Altruist Technologies India Pvt.Ltd

**For Altruist Technologies India Pvt.Ltd**

*A. Nithya*  
Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 9/6/23

Candidate Signature *Narendra Ashwin*

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



Realize Your Ideas

# California Software Company Limited

CIN: L72300TN1992PLC022135

Registered Office: Workflo, Greeto Towers, Industrial Estate, Perungudi,

OMR Phase 1, Chennai-600096

Phone +91 94448.60882

Email: investor@calsoftgroup.com

www.calsoftgroup.com/www.calsoft.com

Ref. No: CAL/APPT/2023

August 11, 2023

To

Mr. Narendran C,  
23A, Duraiswamy Garden Street  
Nanganalur,  
Chennai-600061

## LETTER OF APPOINTMENT

Dear Narendran C,

With reference to your application and subsequent interview you had with us, we have pleasure in welcoming you to our organization and offer you an appointment for the position of SOFTWARE ASSOCIATE based at Chennai with effect from August 16, 2023. You shall be governed by the following terms and conditions of service during your employment with California Software Company Ltd. (here after referred to as the "Company" which may be amended).

### 1. Appointment:

You will be on probation for a period three month from your date of joining of the Company. After completion of your probation period, you will be made permanent in service. The period of probation can be reduced or extended depending upon your conduct, regularity and your performance at work based on assessment by the management. Unless confirmed in writing, you will be deemed to be on probation. In normal circumstances, your engagement during the probation period will be subject to termination at any time by giving fifteen days' notice with or without assigning any reason whatsoever.

### 2. Place of Work:

Your immediate posting will be at Chennai. At the sole discretion of the Management, you may be posted or transferred to any one of the Establishments, Departments, Business or Operations of the Company. Corporate Body or Firms, Trusts, Society or Association whatsoever with which the Company may have any official connection in India or abroad and will be governed by the service rules in-force at the place of your posting.

### 3. Salary and Benefits:

You will receive salary of Rs.3,44,000/- (Rupees Three lakhs forty-four thousand only) as CTC, allowance and benefits, subject to rules of the Company and applicable law. You shall not be entitled to any payment, remuneration, compensation, benefit or perquisite other than that expressly provided for here in and/or as per the Company guidelines and policies and all payments are subject to the laws and rules relating to the deduction of taxes.

### 4. Medical:

Your appointment is subject to pre-employment medical check-up carried out by the Company's appointed Doctor. If you are found medically unfit, your appointment will be cancelled automatically, during the tenure of service in case you are found to be medically unfit to perform your normal duties, your services are liable to be terminated after being examined by the Company appointed Doctor.

### 5. Ethics & Loyalty:

In order to enable the Company to conduct its business effectively and to guarantee the impartiality of services rendered, the highest standards of loyalty and ethics must be maintained. Accordingly, as an employee of the Company you must not have any personal interests which might conflict with the interests of the Company. As an employee of the Company, you must devote all your working time to the Company and shall during the continuance of your employment faithfully

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

Your employment contract and all terms are governed from the Registered Office of the Company at Chennai. Any dispute arising related to your employment with the Company shall be subject to Chennai jurisdiction only.

Kindly return to us the enclosed duplicate copy of this letter of appointment duly signed by you in token of your confirmation and acceptance of the above terms and conditions.

Wishing you all the best in the discharge of your responsibilities.

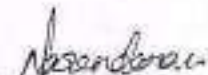
Thanking you,  
Yours truly

For CALIFORNIA SOFTWARE COMPANY LIMITED

  
VJAYAKUMAR  
DIRECTOR



The above terms & conditions are acceptable to me.

Signature of the Candidate: 

Date: 16.08.23

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





**Provisional Offer**

Date: 04.06.2023

Process: AES Process

Dear Naresh.B

In connection to the interview you had with us, we are happy to give you a provisional offer for the position of Associate Trainee at Altruist Customer Management India Pvt Ltd, with the below mentioned conditions.

- You will need to join us **YTC** failing which this offer is void.
- Your Monthly Net Take - home Salary would be **INR 27,100/- Per Month**
- Your training will be **30 days** and **Rs.7500/-** will be provided as your Training stipend.
- Training stipend will be applicable only on successful completion of your training certification.
- Your DOJ will be considered from day 1 Training start date.
- No Deductions of PF / ESI etc.
- You will have to login for 9 hours every day (i.e., 8 Hours of work and 1 Hour Break)
- The payroll cycle will be calculated from (25<sup>th</sup> to 25<sup>th</sup>) of every month and the salary will be credited 7<sup>th</sup> of every month.

**Please report at 9 AM on your date of joining with the below mentioned documents.**

- Education Credentials - SSLC and HSC / Diploma certificate / Degree certificate (Mandatory)
- Proof of DOB- SSLC mark sheet / voters id / Pan card / Aadhar card (Mandatory)
- Proof of residence - Voters id / Pan card / Ration card/ Aadhar card (Mandatory)

We look forward to your joining with Altruist Technologies India Pvt.Ltd

**For Altruist Technologies India Pvt.Ltd**

*A. Nithya*  
Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 14 / 06 / 2023

Candidate Signature *Naresh*

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



Ref: LC/HR/LO  
22<sup>nd</sup> August 2023

Ms. Narmadha G,  
Thirakurral Street,  
Urapakkam,  
Tamil Nadu - 603202

Dear Ms. Narmadha,

**LETTER OF OFFER**

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of **"Executive – Molecular Genetics"** in our Head Office on a CTC of **Rs.2, 71,619-** (Rupees Two Lakhs Seventy One Thousand Six Hundred Nineteen Only) p.a. the formal Letter of appointment shall be issued at the time of your joining duty.

You are requested to join the organization on **22<sup>nd</sup> August 2023** failing which this letter of offer stands cancelled.

You are requested to return the duplicate copy of this letter as a token of acceptance of our offer of appointment.

On your date of joining, you are required to produce the following documents to the HRD for verification and records:

1. Relieving Order from the previous employer
2. Salary Slip of last drawn Salary
3. Attested copy of Testimonials (X Certificate for Age Proof, XII and educational certificates)
4. Certificates of previous training programs / conferences/seminars attended.
5. ID Proof where copy of Passport if available or the Voter ID card may be submitted.
6. Medical Fitness Certificate from a registered medical practitioner mentioning your blood group.
7. Four Passport size photographs.
8. Aadhaar Card

While welcoming you to our organization, we wish you a long and fruitful career ahead.

For LifeCell International Private Limited

**Thomas Keerthi F**  
Vice President – Human Resources

*B. Kalpana*  
Principal  
PRINCE SHREEVEENWARA  
ARTS AND SCIENCES COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No. 18, Banaswadi Main Road, Maruthi Siva Nagar  
Bangalore 560005

optum.com

10<sup>th</sup> June 2023

Nasreen Bantu,  
No: 1/221, Lal Bahadur Street, Vandalur  
Chennai, Tamil Nadu - 600048.

Dear Nasreen Bantu,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Health & Technology (India) Private Limited ("the Company") in the position of Process Associate at the Company's office located at Chennai, on the terms and conditions set out hereinafter.

#### EMPLOYMENT

Your effective date of joining shall be no later than June 21<sup>st</sup>, 2023. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT-Epi Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coder to Team coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 90 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of Appendix 3 to this letter of appointment.

Registered Office: ITC Green Centre Northeast Wing, 3rd Floor, No. 18, Banaswadi Main Road Maruthi Siva Nagar Bangalore 560005

CIN: U74910KA2005PTC0336515, Phone: +91 80 4257300 Email: [hr@optum.com](mailto:hr@optum.com) Website: [www.optum.com](http://www.optum.com)

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.15, Banaswadi Main Road, Menihiseva Nager  
Bangalore 560005

optum.com

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of Optum Health and Technology (India) Private Limited. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Chennai at 8.30 AM along with the documents as mentioned in the Appendix 'Z'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Nasreen Banu, we thank you for considering Optum Health and Technology (India) Private Limited as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**

For Optum Health and Technology (India) Private Limited

Amber Alam - Director

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

Date: 19/6/23

Registered Office: ITC Green Centre Northeast Wing, 3rd Floor, No. 15, Banaswadi Main Road, Menihiseva Nager Bangalore 560005

CIN: U74910KA2005PTC010615, Phone: +91 80 4257 330 Email: inc@optum.com, Website: www.optum.com

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No. 18, Banaswadi Main Road, Maruthi Seva Nagar  
Bangalore 560005

optum.com

ANNEXURE

Name : Nasreen Banu		
Designation : Process Associate		
SALARY COMPONENTS	ANNUALLY (₹)	MONTHLY (₹)
Basic	1,02,001	8,501
HRA	75,000	6,250
Statutory Bonus	7,000	583
Provident Fund	21,600	1,800
Gratuity	4,907	409
Mediclaim Insurance	7,044	587
Other Allowances	82,448	6,871
<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>

The Gratuity accrued is payable to the employee as per the provisions of the Payment of Gratuity Act.  
The structure is subject to tax deduction as applicable at source and applicable statutory rules.

CTC is a confidential information. Disclosure of your CTC will be considered as violation of code of conduct.

*B. Kalpana*

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthi Seva Nagar Bangalore 560005

CIN: U74910KA2005PTC036515, Phone +91 80 42573000, Email: hr@optum.com, Website: www.optum.com

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



IQ/CL/0304231595

21st March 2023

Ms. Navitha Sree R  
Chennai

Dear Navitha Sree,

Quanti is pleased to offer you the position of "Analyst" at grade L1. Your location of reporting is Bengaluru, India.

#### I. APPOINTMENT

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 3rd April 2023.
- b. Probationary period and confirmation as a permanent employee of iQuanti (the "company"):  
You will be on probation for a period of first 6 months from the date of joining the company and may be confirmed as a permanent employee upon successful completion of your probation. On satisfactory completion of probation period, you shall be confirmed in writing.
- c. Termination during probation:  
In the event of your resignation or termination of services, either side will have to give two months' notice or two month's gross salary in lieu thereof.
- d. Your appointment is contingent upon satisfactory reference & background checks including verification of the following:
  1. Completeness and accuracy of the information provided in your curriculum vitae;
  2. Original certificates for confirmation of stated academic and professional qualifications;
  3. Passport, address, driver's license and/or similar documents; and,
  4. Satisfactory character reference check(s) based on the referrals provided.
- e. This appointment is subject to your being certified medically fit by a registered medical practitioner. The company shall have the right to order you to undergo the medical test at any time during your service to determine fitness. In the event of you being found unfit for the work for which you are employed, the company shall have the right to terminate your service based on the said report.
- f. You will retire from service on attaining superannuation at the age of 60 years.

#### II. COMPENSATION

You will be eligible to receive the following:

- a. You will receive a fixed compensation of ₹ 4,00,000 (Four Lakhs Only) per annum. Please find the detailed breakup of salary in Annexure- I.
- b. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
- c. The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

Page 1 of 5



X OTHER TERMS & CONDITIONS:

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Conduct and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.  
We welcome you to iQuanti family and looking forward to a long rewarding career with us over the years to come.

Yours sincerely,  
For iQuanti (India) Private Ltd.

**Anupam Pareek**  
Vice President - Human Resources

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



**OFFER LETTER**

03<sup>rd</sup> Aug 2023

Nehaniyola A  
Chennai

Dear **Nehaniyola,**

This has reference to your application & subsequent interview with us. We are pleased to appoint you as "**Specialist - Insurance Collections**" in our Organization on the following terms and conditions mutually discussed and agreed upon during your interview with us.

Your Overall Annual CTC shall be **Rs 5,45,343/-** (Rupees Five Lakh Forty-Five Thousand and Three Hundred and Forty Three Only). You shall be joining our Chennai office on or before **07<sup>th</sup> August 2023**.

Your scheduled date of joining or commencement of employment with the Company shall be on or before **07<sup>th</sup> August 2023**. The appointment stands automatically terminated or withdrawn thereafter unless the date is modified or extended and communicated to you in writing by the Company.

Please send acknowledged copy of offer letter latest by **03<sup>rd</sup> August 2023**.

You will be given a detailed letter of appointment on your joining our organization.

Yours faithfully,

**FOR BUSINESS INTEGRITY SERVICES PVT. LTD.**

**HUMAN RESOURCES**

**B. Kalpana**  
**PRINCIPAL**

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



### Annexure 1

Salary Working				
<b>Name:</b>	Nehaniyola A			
<b>Designation:</b>	Specialist - Insurance Collections	<b>Grade:</b>	E1	
	<b>Explanatory Notes</b>	<b>Monthly</b>	<b>Annual</b>	
FIXED COMPONENTS (A)				
Basic Pay	50%	on TGC	18,731	2,24,775
House Rent Allowance	50%	on Basic Pay	9,366	1,12,388
Statutory Bonus	As per the Act		1,892	22,704
Leave Travel Allowance (LTA)*	As per policy		-	-
Special Allowance	Balancing Component		5,674	68,083
<b>TOTAL (A)</b>			<b>35,663</b>	<b>4,27,950</b>
STATUTORY BENEFITS (B)				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Gratuity	As per the Act		-	10,812
<b>TOTAL (B)</b>			<b>1,800</b>	<b>32,412</b>
<b>TOTAL (A+B)</b>			<b>37,463</b>	<b>4,49,550</b>
OTHER EARNINGS (C)				
Retention Bonus (MONTHLY)			3,122	37,462
Festival Bonus (ONE TIME PAYOUT)			1,561	18,731
<b>TOTAL (C)</b>			<b>4,683</b>	<b>56,193</b>
CONDITIONAL ALLOWANCE (D)				
Conditional Night Shift Allowance (US) # 22 days			3,300	39,600
Joining Bonus (Applicable for a window period)			-	-
<b>TOTAL (D)</b>			<b>3,300</b>	<b>39,600</b>
<b>TOTAL (A+B+C+D)</b>			<b>45,446</b>	<b>5,45,343</b>
<b>Approximate Net Take Home Salary</b>			<b>40,076</b>	
BENEFITS				
Personal Accident Cover				10,00,000
Personal Accident Disability Cover				5,00,000
Group Term Life Insurance Cover				10,00,000
Employee Direct Linked Insurance Cover				7,00,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				1,50,000
DEDUCTIONS				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
Tax Exemption on LTA will be provided as per prevailing IT Rules on production of proofs.				
Applicable only if working in US time zones and is subject to number of days worked.				
Joining Bonus - Applicable for a window period				
Maximum Incentive based on accomplishment of targets & individual performance Rs.10,750/- per month. (Applicable for staff below "D2")				
Gratuity as per prevailing rules				
TDS applicable for staff falling under the tax slab				

*B. Kalpana*  
**PRINCIPAL**

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

26 July 2023

Ms. Neluma Sahu  
3/277 Mahatma Gandhi Street, Karapakkam,  
600097

## Your appointment as Analyst in Technology Consulting

Dear Neluma,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **Ernst & Young LLP** subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

### 1. Job Title

You shall be designated as **Analyst** in Band 6.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

### 2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 4,50,000 per annum (Rupees Four Lakh Fifty Thousand Only only)**. A typical break up is provided as an illustration in Annexure A to this Agreement.
- b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

### 3. Date of joining

As agreed, you shall join the services of the Firm on **14 August 2023**.

### 4. Probation

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

Ernst & Young LLP, a Limited Liability Partnership with LLP Identity No. AAB-4343  
A member firm of Ernst & Young Global Limited, Regd. Office: 22, Camac Street, 3rd Floor, Block C, Kolkata - 700016

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



Building a better  
working world

- e. **Conditions precedent:** This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.
- f. **Privity of contract:** The terms of this Agreement may only be enforced by a party to this Agreement.
- g. **Governing law and dispute resolution:** This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.
- h. **Certificate of Practice:** If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.
- i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

For Ernst & Young LLP

Anshula Verma

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature

Date

14/08/2023

Neluma Sahu

*B. Kalpana*  
Principal

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

308/11, GOWRIVAKKAM, CHENNAI-600 071

308/11, GOWRIVAKKAM, CHENNAI-600 071  
308/11, GOWRIVAKKAM, CHENNAI-600 071



**Annexure A**  
**Illustrative compensation break-up**

Particulars	Annual Values (INR)	
<b>(A) Salary Components</b>	<b>4,19,400</b>	
Basic Salary:	2,53,200	
House Rent Allowance:	1,26,500	
Special Allowance:		
Conveyance Allowance:	39,500	
<b>(B) Other Perquisites</b>	<b>30,600</b>	
Firm's Contribution to Provident Fund:	30,384	
Year End Ex-Gratia	216	
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>4,50,000</b>	
<b>(D) Other Benefits</b>	<b>32,173</b>	
Gratuity (accrual)	12,173	
Firm's contribution towards Medical Insurance	20,000	
<b>(E) Total Compensation (C+D)</b>	<b>4,82,173</b>	
<b>(F) Annual performance bonus (earning potential)</b>	Min. 0%	Max. 12%
	0	54,000
<b>Annual total earning potential (E+F)</b>	<b>4,82,173</b>	<b>5,36,173</b>

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

31-May-2023

Dear NILARANI M,

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

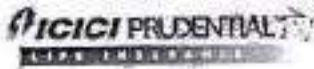
Components	Components Rs. Per annum
Basic	87,000
Supplementary Allowance	112,000
Employer's Contribution to PF	22,500
Statutory Bonus	8,000
Gratuity	2,749
Flexible Compensation Pay	47,651
<b>Total Fixed Pay</b>	<b>280000.00</b>

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. Kalpane*  
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**  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

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



06/06/2023

Dear NIRMAL,

**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 your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **06/06/2023** 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. INR 235,000.00** /- per annum (**Rupees Two Lakh Thirty-Five Thousand Only**), the details of which are given in the annexure of the appointment letter.

You shall report to **Jobbin Chandran** 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.

  
PRINCIPAL  
PRINCE SHRI VENKATESHWARRA  
ARTS AND SCIENCE COLLEGE  
11, SRIVAKKAM, CHENNAI - 600 073.

Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: NIRMAL,  
Designation: Associate-CS Internet  
Date of Joining: 06/06/2023  
Level: Level 1

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY</b>		
Basic Salary	5,496	65,949
House Rent Allowance	2,748	32,975
Bonus	2,209	26,513
Special Allowance	5,249	62,988
Gross Salary (A)	15,702	188,425
<b>PERFORMANCE INCENTIVE (B)</b>		
Performance Incentive	2,750	24,750
<b>STATUTORY BENEFITS AND INSURANCE (C)</b>		
Employer's Contribution to PF	1,555	18,654
Gratuity	264	3,171
<b>CTC (A + B + C)</b>	19,583	INR 235,000.00
Net Salary (Gross-PF-ESI)	14,030	168,358
Potential Earning (Net Salary + Performance Incentive)	16,780	193,108

Performance Incentive (Fresher) - You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target's set by the company, on a time-to-time basis. PI is processed and paid 60 days from the completion of the performance period.

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



**Example 1:** If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary.

**Example 2:** If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary.

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	Sum insured under Accident Insurance is Rs. 500,000/-, Mediclaim is Rs. 200,000/- for self only. Group term Life Insurance coverage of - Rs 500,000 for self only.
ESI	If your ESI wage (Gross - Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.  
Sincerely,

For Sutherland

Regards,



Amit Mukherjee  
Sr. Director - Talent Acquisition

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



**Expertrons**  
Inspire Success

@expertrons  
 @expertrons  
 @expertrons

Date : 12th June, 2023

Private & Confidential

To,  
NirmalKumar,

Subject: Offer Letter

Dear NirmalKumar,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only)** per annum, which includes a **(Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-)** per month consolidated as mentioned in Annexure A. The organization currently adheres to a two months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

*B. Kalpana*  
**PRINCIPAL**

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



[www.expertrons.com](http://www.expertrons.com)



BI- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai-400072



**Expertrons**  
Inspire Success

@expertrons

@expertrons

@expertrons

26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Sapariya  
HR Manager

Date: 15-06-23

Name: Nirmal Kumar

Place: Chennai

Signature: *Nirmalkumar*

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





Dec 20<sup>th</sup> 2023

**Letter of Offer**

Dear NIRUPAMA R,

*Congratulations!*

We are delighted to offer you the position of "Jr. Sales Executive" in our organization subject to the following:

1. The date of joining and reporting to work will be on or before of Dec 22<sup>nd</sup>, 2023 You will be based in Bangalore and shall report to **Bangalore office HR Manager**.
2. Your total annual Cost to Company including Salary and Provident Fund will be as follows:
  - Fixed Annual Salary (comprising of Basic Salary, HRA, Medical Allowance, Special Allowance and Provident Fund): **Rs. 5,00,000/-**
  - Variable Pay: **Rs 2,40,000/-** per annum on meeting 100% of targets. Targets are reasonable and will be shared on joining.
  - Total Annual Remuneration: **Rs. 7,40,000/-** subject to the above.
3. A detailed appointment letter will be offered on the date of joining. Please bring original documents to verify along a copy of the following
  - Educational Documents/ Certificates
  - Address Proof - Permanent
  - Address Proof - Present
  - 2 photo id proofs
  - Previous Employment Records
  - Copy of PAN
  - Three passport size photographs

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited

**Bikram Nag**

**Joint Executive Chairman & Manager Director**

31-May-2023

Dear NISHANTHINEE R,

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

Components	Components Rs. Per annum
Basic	87,000
Supplementary Allowance	112,000
Employer's Contribution to PF	22,600
Statutory Bonus	8,000
Gratuity	2,749
Flexible Compensation Pay	47,651
<b>Total Fixed Pay</b>	<b>280000.00</b>

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

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

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

Best Regards,

*Subhashish Banerji*

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

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva Nagar  
Bangalore 560005

optum.com

16<sup>th</sup> June 2023

Nithya Raghunathan,  
No: 1/16, Ganapathy Nagar, Kelambakkam,  
Chennai, Tamil Nadu - 603103.

Dear Nithya Raghunathan,  
Further to your recent meetings and discussions with us, we are pleased to offer you employment with **Optum Health & Technology (India) Private Limited** ("the Company") in the position of **Process Associate** at the Company's office located at **Chennai**, on the terms and conditions set out hereinafter:

#### EMPLOYMENT

Your effective date of joining shall be no later than **June 21<sup>st</sup>, 2023**. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT-Epi Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Medical Coders
- 5 months for Executive coder to Team coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 90 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal

During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of Appendix 3 to this letter of appointment.

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005  
GIN: U74910KA2005PTC036515, Phone +91 80 4257300 Email: hr@optum.com, Website: www.optum.com

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva Nagar  
Bangalore 560005

optum.com

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Health and Technology (India) Private Limited**. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at **Chennai** at 8:30 AM along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

**Nithya Raghunathan**, we thank you for considering Optum Health and Technology (India) Private Limited as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**

For **Optum Health and Technology (India) Private Limited**

**Amber Alam - Director**

I accept this letter of appointment on the terms and conditions as described herein.

**ACKNOWLEDGEMENT:**

Date: 16/06/2028

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2005PTC036515, Phone +91 80 4257300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

*B. Kalpana*  
PRINCIPAL  
**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 609 073.





Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva Nagar  
Bangalore 560005

optum.com

**ANNEXURE**

<b>Name</b> : Nithya Raghunathan		
<b>Designation</b> : Process Associate		
<b>SALARY COMPONENTS</b>	<b>ANNUALLY (₹)</b>	<b>MONTHLY (₹)</b>
Basic	1,02,001	8,501
HRA	75,000	6,250
Statutory Bonus	7,000	583
Provident Fund	21,600	1,800
Gratuity	4,907	409
Mediclaim Insurance	7,044	587
Other Allowances	82,446	6,871
<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>

The Gratuity accrued is payable to the employee as per the provisions of the Payment of Gratuity Act.  
The structure is subject to tax deduction as applicable at source and applicable statutory rules.

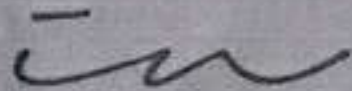
CTC is a confidential information. Disclosure of your CTC will be considered as violation of code of conduct.

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2005PTC036515, Phone: +91 80 3257399 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

*B. Kalpana*  
PRINCIPAL

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



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Nithya Sri S  
Chennai  
Phone no: +91 7356619802

Dear Nithya Sri S,

Thank you for giving us the opportunity to discuss possible employment with Innovate Networks E-Services Pvt Ltd!

As a result of the discussions, we have had with you, we are delighted to make you an offer for the position of **Business Analyst**, at **Bangalore** on the following terms and conditions:

1. Your appointment will be effective on or before **10th July 2023**. Kindly advise us the date that would be convenient for you to join within the aforesaid date.
2. Your location of employment will be Bangalore, India ( Pruthvi Tower, Plot No. 1571/A, 1st Floor, 27th Main, Sector 2, HSR Layout, Bengaluru, Karnataka 560102).
3. Your annual compensation (Cost to Company/CTC) will be **INR 4,50,000 (Rupees Four lakhs Fifty thousand only)** details as per the annexure.
4. The following documents are to be submitted once you accept this offer.
  - Mark sheets- 10th, 12th, Graduate and Post Graduate mark sheets
  - Experience certificate - Relieving certificate from previous organization/s
  - Salary certificate - last 1 month pay slip of previous organization, Offer letter.
  - Certificate of address - Aadhar, Pan copy or passport copy
5. You will be eligible for earned leaves of 15 days and emergency leave of 5 days Annually. Earned Leave is credited on a monthly basis and the leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. You are entitled to 12 days of public holiday as declared by the Company in a calendar year (Jan to Dec).
6. You and your family will be entitled for a Health insurance benefit from the date of confirmation. A maximum sum insured of **INR 10,00,000/family**, includes spouse, 4 children under the age of 25 years and dependent parents.

---

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

Annexure  
(Salary Break-up)

Name:	Nithya Sri S
Designation:	Business Analyst
Location:	Bangalore
CTC – INR Per Year	4,50,000
<b>Salary Components</b>	<b>INR Per Year</b>
Basic Salary	2,25,000
*Flexible Allowance Option	2,25,000
<b>Total Salary(A)</b>	<b>4,50,000</b>
Mediclaim, Personal accident, Term insurance benefits over and above CTC	

<i>Allowance</i>	<i>INR Per Year</i>	<i>Flexible Option Guidelines</i>	<i>INR Per Month</i>
HRA	1,12,500	Maximum up to 50% of basic Salary*	9,375
Conveyance Allowance	19,200		1,600
Medical Reimbursement	15,000		1,250
Special Allowance	78,300	Balance Amount	6,525
Employer Contribution		Inr 1,800 per month	

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984

Dear Nivedha M,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting:** Mysore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

**4. Compensation Package:**

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	Rs. 450,000
Incentives	Rs. 150,000
CTC *	Rs. 600,000

\*Insurance is a company paid benefit which is over and above your CTC

**4.2. Allowances:**

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is Rs. 67,200 p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

**4.3. Other Benefits:**

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at Rs. 150,000 /- p.a.)

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

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving 2 Months notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your Date of Joining shall be June 1, 2023.

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on 01.06.2023

Date: 01.06.2023

(Signature): Nivedha

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

Wednesday 22 Jun 2023

Nivetha,  
No- 4/12, Akshayam Apartment,  
JP Street, Mappeda  
Chennai-600126.

**APPOINTMENT LETTER**

Dear Ms. Nivetha,

Congratulation!!!

Further to our discussions, we are pleased to offer you a position as Business Support Analyst in our organization and you will be placed at Junior Professional. The terms and conditions of your employment are given below:

1. **Compensation:** You will be extended a feed Annual Compensation CTC of Rs.3,60,000/- (Rupees Three Lakh Sixty Thousand Only) you are expected to maintain confidentiality with respect to the compensation and not share it with anyone.
2. **Employee Benefits:** Employee is entitled for group Medical Insurance which covers 3LPA which will accommodate your spouse, children, and parents
3. You will be required to join the company on or before 13 July 2023 else we may terminate this contract without notice. You will be on probation period for the first six months. Upon confirmation of the probation, you will be on full time employment contract with GVW.
4. You will be governed by the service rules of this company as may be applicable to you from time to time. Your primary location of employment will be at # 184-187, Sixth Floor, Block No.1, Temple Steps, Anna Salai, Little Mount, Chennai.
5. Upon Joining GVW Technologies Private Limited, you are hereby:
  - a) Committing to maintain all company matters confidential and
  - b) Making a "Non-hire, Non-disclose and Non-compete" commitment to GVW Technologies Private Limited. This commitment prohibits you from soliciting any employer/clients. In case of any breach of this commitment, you will be required to pay liquidated damages which are to be determined at the discretion of management at the time of Initiating any proceedings.
6. Your appointment will be subject to your being medically fit at the commencement of and at any time during the tenure of your employment with the company. The company has a right always to send you for a medical check up to ascertain your fitness for the job.
7. This position is not entitled for payment of extra time or overtime.
8. All procedures, training, meals, marketing literature etc. develop by you, while in the service of the company will always be deemed to be sole property of the company.

Annexure I

Salary Break up

CTC COMPONENTS	₹ 3,60,000.00	
	Per ANNUM	Per MONTH
<b>FIXED COMPONENTS</b>		
BASIC SALARY	1,80,000	15,000
HOUSE RENT ALLOWANCE	72,000	6,000
TELEPHONE & INTERNET	-	-
LEAVE TRAVEL ALLOWANCE	-	-
FOOD COUPONS	-	-
PROFESSIONAL PURSUITS	-	-
VEHICLE FUEL & MAINTAINANCE	-	-
RESIDUAL COMPONENT	86,400	7,200
<b>TOTAL GROSS SALARY</b>	<b>3,38,400</b>	<b>28,200</b>
PROVIDENT FUND EMPLOYER CONTRIBUTION	21,600	1,800
<b>TOTAL COST TO COMPANY (CTC)</b>	<b>3,60,000</b>	<b>30,000</b>
<b>DEDUCTIONS</b>		
PROVIDENT FUND EMPLOYEE CONTRIBUTION	21,600	1,800
PROVIDENT FUND EMPLOYER CONTRIBUTION	21,600	1,800
PROFESSIONAL TAX	2,400	200
INCOME TAX AS PER THE COMPUTATION	-	-
<b>TOTAL DEDUCTIONS</b>	<b>45,600</b>	<b>3,800</b>
<b>NET TAKE HOME PER ANNUM SUBJECT TO TDS</b>	<b>3,14,400</b>	<b>26,200</b>



## eTeam Info Services Private Limited

Date: 5 May 2023

Nivetha S  
No. 16, Raghunathan Street, Hasthinapuram,  
Chennai, TN 600064

Dear Nivetha S,

Subsequent to our discussion, we are pleased to appoint you in eTeam Infoservices Pvt. Ltd as "Transaction Processing Representative". You are expected to join on or before "8 November 2022", failing which, eTeam reserves the right to rescind this letter.

You will work out of our client Accenture and your Annual Cost to Company (CTC) will be CTC 4,80,000/- (Four Lakh and Eighty Thousand Rupees Only) as detailed in Annexure "A".

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which would be amended from time to time.

### 1) DOCUMENTS

You shall produce at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, it may affect your joining or processing your first pay.

This appointment is offered based on your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your service at any time without notice.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)

### II) SALARY

a) Your annual remuneration is as specified in Your Appointment Letter.

b) This compensation package has been customized for you after taking into account your qualifications, and relevance of experience and your role and responsibilities.

c) You will be required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee, except to the Head of your department and the Head of HR Dept. of the Company.

d) In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages and Expected not to dodge.





## eTeam Info Services Private Limited

**Entitlements:** All entitlements listed below are Subject to Company Policies, Procedures and guidelines that may be in force or as issued/Changed from time to time. All perquisites and income Tax Act, 1961, which may be applicable, Including tax on perquisite value.

Rupees (Four Lakh and Eighty Thousand) Only (Per Annum)

- Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management.
- Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.
- Any tax implication arising out of the above structure to the borne bt the employee.
- Income tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Yours Truly

For eTeam Service Private Limited

Priyanka Mahajan

Senior Executive - HR

Agreed and Accepted by

26 July 2023

Mr. Obed  
50/23 Shabar Arul Flats, Thirumal Nagar, Chittlapakkam,  
600064

## Your appointment as Analyst in Technology Consulting

Dear Obed,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **Ernst & Young LLP** subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

### 1. Job Title

You shall be designated as **Analyst in Band 6**.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

### 2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 4,50,000 per annum (Rupees Four Lakh Fifty Thousand Only only)**. A typical break up is provided as an illustration in Annexure A to this Agreement.
- b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

### 3. Date of joining

As agreed, you shall join the services of the Firm on **14 August 2023**.

### 4. Probation

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

Ernst & Young LLP, a Limited Liability Partnership with LLP Identity No. AAB-4343  
A member firm of Ernst & Young Global Limited, Registered Office: 100, Park Street, 3rd Floor, Block C, Kolkata - 700016

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



Building a better  
working world

- e. **Conditions precedent:** This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.
- f. **Privity of contract:** The terms of this Agreement may only be enforced by a party to this Agreement.
- g. **Governing law and dispute resolution:** This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.
- h. **Certificate of Practice:** If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.
- i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

For Ernst & Young LLP

Anshula Verma

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature Obed Date 14/08/23

Obed

*B. Kalpana*  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI-600 071



**Annexure A**  
**Illustrative compensation break-up**

Particulars	Annual Values (INR)	
<b>(A) Salary Components</b>	<b>4,19,400</b>	
Basic Salary:	2,53,200	
House Rent Allowance:	1,26,600	
Special Allowance:		
Conveyance Allowance:	39,600	
<b>(B) Other Perquisites</b>	<b>30,600</b>	
Firm's Contribution to Provident Fund:	30,384	
Year End Ex-Gratia	216	
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>4,50,000</b>	
<b>(D) Other Benefits</b>	<b>32,173</b>	
Gratuity (accrual)	12,173	
Firm's contribution towards Medical insurance	20,000	
<b>(E) Total Compensation (C+D)</b>	<b>4,82,173</b>	
<b>(F) Annual performance bonus (earning potential)</b>	<b>Min. 0%</b>	<b>Max. 12%</b>
	0	54,000
<b>Annual total earning potential (E+F)</b>	<b>4,82,173</b>	<b>5,36,173</b>

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



**Expertrons**  
Inspire Success

@expertrons  
 @expertrons  
 @expertrons

Date : 12th June, 2023

Private & Confidential

To,  
Padma ,

Subject: Offer Letter

Dear Padma ,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only) per annum**, which includes a **(Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-) per month** consolidated as mentioned in Annexure A. The organization currently adheres to a two months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

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



[www.expertrons.com](http://www.expertrons.com)



B1- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai-400072



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Inspire Success

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 @expertrons  
 @expertrons

26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 -401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Sapariya  
HR Manager

Date: 15.06.2024

Name: Padma

Place: Chennai

Signature: *Padma*

*B. Kalpana*  
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ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073



[www.expertrons.com](http://www.expertrons.com)



B1- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai-400072

Date: 11th August 2023,

Ms. Padmashree J,

Congratulations! Athenese-Dx would like to offer you the position of "Production Executive", You will report directly to Mr. Dilip Singh – Senior Production Executive & Ms. Malarvizhi – Senior QC Executive.

Your responsibilities will include but not be limited to:

**JOB RESPONSIBILITIES:**

1. **Reagent Formulation:** Prepare and formulate various ELISA reagents and kits according to standard operating procedures (SOPs).
2. **Packaging and Labelling:** Monitoring the reagents filling and packing activities. Ensuring compliance with relevant regulations and guidelines.
3. **Batch Record Keeping:** Create and maintain batch records for each batch of reagents and kits produced, including detailed information on production processes Both manual record & SAP software.
4. **Troubleshooting:** Identify and resolve issues that may arise during the production process, such as inconsistencies in reagent performance or equipment malfunctions.
5. **Equipment Maintenance:** Coordinate for regular maintenance and calibration of equipment and instruments used in the production process.
6. **Process Improvement:** Collaborate with other team members to continuously improve production processes.
7. **Compliance and Safety:** Adhere to all safety protocols, industry regulations, and company policies while working in the production rooms.
8. **Maintaining Cleanliness:** Maintain a clean and organized workspace to prevent contamination and ensure a safe working environment.

Your start date will be on or before 15th September 2023.

Your salary will start at Rs.30,000/Month (Gross salary), refer to ANNEXURE – A for detail.

If you accept this job offer, please sign this letter, and return it to us at your earliest convenience. Please provide the required documents (ANNEXURE -B) to establish your employment.

Welcome to ADX! Please contact me for any additional questions you may have regarding the position.

For Athenese-Dx Private Limited,

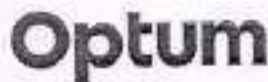
*V.S. G. Srinivasan*  
HR Manager

cc. Dr. Arunkumar C – Technical Director

Accepted by:  
Signature: *Padmashree*



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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthi seva  
Nagar Bangalore 560005

optum.com

10-02-2023

Padmasri Sunderajan,  
No-35/1B, Thiruv. V. Ka. II Cross street, Kadaperi  
Chennai, Tamil Nadu, 600045.

Dear Padmasri Sunderajan,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Health and Technology (India) Private Limited ("the Company") in the position of Junior Coder - MGC at the Company's office located at Chennai, on the terms and conditions set out hereinafter:

#### EMPLOYMENT

Your effective date of joining shall be no later than 20-04-2023. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT/Epi Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coder to Team coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 60 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

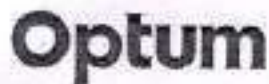
Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

Registered Office: ITC Green Centre, Northeast Wing, 3rd Floor, No. 18, Banaswadi Main Road, Maruthi Seva Nagar, Bangalore 560005

CIN: U74210KA2005PTC003659. Phone: +91 80 4257200. Email: [careers@optum.com](mailto:careers@optum.com). Website: [www.optum.com](http://www.optum.com)

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GOWRIVAKKAM, CHENNAI 600 075





Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthisava  
Nagar, Bangalore 560005

optum.com

and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendices, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendices.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of Optum Health and Technology (India) Private Limited. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Prince Infocity 2, It Park (9th Floor) at Chennai along with the documents as mentioned in the Appendix 2. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Padmasri Sunderajan, we thank you for considering Optum Health and Technology (India) Private Limited as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your life's best work."

For Optum Health and Technology (India) Private Limited

Manjula Palanisamy  
Vice President - Human Resources

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

Date: 16.8.23

Registered Office: ITC Green Centre, Northeast Wing, 3rd Floor, No. 18, Banaswadi Main Road, Maruthisava Nagar, Bangalore 560005.

CIN: UZ4830KA2005PTC038516, Phone: +91 80 42573100 Email: [recruitment@optum.com](mailto:recruitment@optum.com) Website: [www.optum.com](http://www.optum.com)

B. Kalpana  
PRINCIPAL

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

# Optum

Optum Health & Technology (India) Pvt. Ltd.,

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Marathihalli  
Nagar Bangalore-560005

optum.com

## Current Compensation Structure

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	71,875	5,990
HRA	52,850	4,405
Statutory Bonus	7,000	583
Provident Fund	18,186	1,516
Gratuity	3,458	289
MediclaIm Insurance	7,044	584
ESIC	5,751	479
Other Allowances	45,234	3,770
CTC	2,11,397	17,616
Total CTC	2,11,397	

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Marathihalli Nagar Bangalore-560005

CIN: U74910KA2015PTC036515, Phone: +91 80 4257100 Email: [hr@optum.com](mailto:hr@optum.com) Website: [www.optum.com](http://www.optum.com)

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COTS AND SCIENCE COLLEGE  
BANGALORE



# eTeam Info Services Private Limited

Date: 5 May 2023

Parameshwari B  
No.56, Sivagami Street, Bharathipuram,  
Urapakkam, TN 603202

Dear Parameshwari B,

Subsequent to our discussion, we are pleased to appoint you in eTeam Infoservices Pvt. Ltd as "Transaction Processing Representative". You are expected to join on or before "8 May 2023", failing which, eTeam reserves the right to rescind this letter.

You will work out of our client Accenture and your Annual Cost to Company (CTC) will be CTC 4,80,000/- (Four Lakh and Eighty Thousand Rupees Only) as detailed in Annexure "A".

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which would be amended from time to time.

## 1) DOCUMENTS

You shall produce at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, it may affect your joining or processing your first pay.

This appointment is offered based on your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your service at any time without notice.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport-size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)

## II) SALARY

a) Your annual remuneration is as specified in Your Appointment Letter.

b) This compensation package has been customized for you after taking into account your qualifications, and relevance of experience and your role and responsibilities.

c) You will be required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee, except to the Head of your department and the Head of HR Dept. of the Company.

d) In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages and Expected not to dodge.

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE



**Entitlements:** All entitlements listed below are Subject to Company Policies, Procedures and guidelines that may be in force or as Issued/Changed from time to time. All perquisites and Income Tax Act, 1961, which may be applicable, Including tax on perquisite value.

Rupees (Four Lakh and Eighty Thousand) Only (Per Annum)

- Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management.
- Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.
- Any tax implication arising out of the above structure to be borne by the employee.
- Income tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Yours Truly

For eTeam Service Private Limited

Priyanka Mahajan

Senior Executive - HR

Agreed and Accepted by

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



**Subject: Offer Letter**

**Dear PARTHIBAN. U,**

Consequent to the interview you had with us on 15-05-2023, we are pleased to inform you that you have been appointed as "CUSTOMER SUPPORT EXECUTIVE"

We would request you to report on 01-06-2023, 9.30 am at the following address, 3RD FLOOR, NEW NO. 97 AND 95 OLD NO. 58 AND 58A, CANBERRA HOUSE, PANTHEON ROAD, EGMORE, CHENNAI-600 088."

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be Three months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India (if any).

During probation, the period of notice required for resignation is One month on either side. After probation, the period of notice required for resignation is Three months on either side.

As an employee of CHOSEN, you will likely work on confidential and/or proprietary information related to CHOSEN's operations, products, services, and clients. To protect the interests of both CHOSEN and its clients, all employees are required to read and sign an Employment Agreement before beginning employment.

You will abide by the rules and regulations of the Organization as may be in force from time to time and if any violation is made would be subjected to disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed under the laws of India

This offer is valid till 04-07-2023. If you do not confirm the acceptance, CHOSEN has the right to withdraw the offer.

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IEC AA0FC7502P, GSTIN: 33AA0FC7502P122, PAN: AADFC7902P, TAN: CHEC139750

FSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43558797

Address: Canberra House-3rd floor, New Mo 97 & 95, Old No.58 and 58A Pantheon Road, Egmore, Chennai-600 008.

Branch: 4TH Floor, Old No 95/24 New No 44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020

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



We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification/submission:

- Originals and photocopies of educational certificates and mark sheets.
- Relieving letter & experience certificate from the previous employer[s].
- Salary certificate from the previous employer.
- COVID vaccination certificate
- Originals & photocopies of your PAN card, Aadhar Card, and Bank Passbook Three passport size photographs signed backwards.

Your signature at the end of this letter confirms the conditions of your employment.

Kindly sign and return the duplicate copy of this letter and Annexure as your Acceptance to us.

Wish you all the best

Yours Sincerely,

FOR CHOSEN

Raghavende M

Authorized Signature

Parthiban. U

Acceptance Signature

**B. Kalpana**  
**PRINCIPAL**

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

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

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FSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000431, 044-43558797

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Branch: 4TH Floor, Old No 95/2A Now No 44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020



### Salary Structure

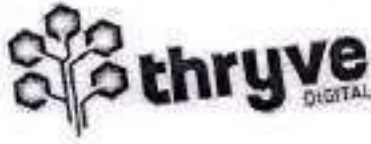
Basic Salary	9,000/-
Travel Allowance	1,800/-
Medical Allowance	1,800/-
Special Allowance	2,700/-
House Rent Allowance	2,700/-
<b>TOTAL</b>	<b>18,000/-</b>

### Notes:

- As per the company norms, you shall be provided with the uniforms and the amount for the uniforms shall be deducted from your salary month on month.
- The deducted uniform amount shall be reimbursed after 12 months of your service with us.
- You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, PF, ESI, PT, deduction of tax at source by applicable law.
- An increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be based on demonstrated results and the effectiveness of performance during the review period. You are entitled to an increase in your salary after completing three months from the date of joining our company.
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when the management requires. The Terms of employment during the probation period are at our discretion.

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

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IEC AA0FC7502P, GSTN: 33AA0FC7902P1ZZ, PAN: AADFC7902P, TAN: CHEC139750  
PSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43558797  
Address: Canberra House-3rd floor, New Mo 97 & 95, Old No.58 and 53A Pantheon Road, Egmore, Chennai-600 008.  
Branch: 4TH Floor, Old No 95/24 Now No 44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020



## LETTER OF OFFER

21-November-2023

Dear Parvatha Varshini V,

Candidate ID: C0044135  
Band: 1  
Designation: Trainee

Congratulations!

We are pleased to extend this offer of employment for the position of Trainee at an annual CTC of INR 2,79,675/- with Thryve Digital Health LLP at our Chennai office. You may refer to Annexure 1 for the detailed break-up of your salary structure.

You are required to report to Thryve Digital Health LLP on 30-November-2023 at 10:30 am. As we are virtually onboarding during pandemic period, our onboarding team member will get in touch with you to complete the onboarding formalities over a call.

You will be on a training and evaluation for a period of 6 (six) months from the date of joining the company, on the completion of this period you will be automatically confirmed in your post provided your work and conduct are found to be satisfactory. The company has the right to extend your evaluation period up to another 3 (three) months if need be. If you are absent from work due to leave of absence for more than 14 calendar days, your training and evaluation period shall be extended by a period equal to the duration of such absence.

During this period, you will be eligible for Sick Leave only and any other leave will be solely at the discretion of the Manager. Your Annual Leave will accumulate for the evaluation period and be credited to you at the end of the said period.

During the training and evaluation period, or any extension thereof, you may be required to undergo training courses, instructions and to pass certifications and tests (either internal or external), as a condition for the satisfactory completion of probation.

During evaluation phase, the period of notice required for cessation of employment is 14 calendar days on either side.

Please accept the offer in the candidate portal / sign the copy of this offer letter/reply via email within 5 days of receipt of this offer to indicate your acceptance.

At this time of joining you will be required to upload the photocopies of the following documents in candidate portal & originals (for verification) when requested.

1. Relevant Educational Certificates (from 10 onwards)
2. Residential Proof
3. ID proof-Aadhar/Pan Card/Passport
4. Recent photograph (4 passport sizes)

Please note the offer is valid subject to verification of your documents related to both education and work experience as mentioned in your profile and you clearing the Background verification and medical tests. You agree and understand that if in any manner the background verification fails, Thryve reserves its right to terminate you with seven days' notice.

For Thryve Digital Health LLP

Shrinivas Ayyagari  
Chief Human Resources Officer

THRYVE DIGITAL HEALTH LLP

Registered Office: 8<sup>th</sup> Floor (Module 1 to 4) Cambridge Tower, Ramanujan IT City SEZ, Rajiv Gandhi Salai (OMR) Taramani, Chennai-600 113.  
Ph: 044 66511000 | Fax: 044 66511001

LLPIN: AAG-3313. THRYVE DIGITAL HEALTH LLP is registered with limited liability under the Limited Liability Partnership Act of 2008

Thryve confidential

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