



Salary Structure

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

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.**

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251
IEC AADFC7502P, GSTN: 33AA0FC7902P12Z, PAN: AADFC7902P, TAN: CHEC339750
FSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43558797
Address: Canberra House-3rd floor, New No 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



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

S Sandhiya
34/18, Thiruvalluvar Street,
Ponni Nagar,
Pammal
600075.

Dear S Sandhiya,

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, Gere Commerzone SEZ, Survey No. 85,
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
GOWRIYAKKAM, 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
Annual Salary	360,000.00
Statutory Bonus	24,802.00
Employer's ESI Contribution (Employee State Insurance)	0.00
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,554.00
Total Fixed Pay	415,056.00
Target In-Year Discretionary Incentive Award	30,000.00
Estimated Cost to Company (CTC)	445,056.00

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.

B. Kalpana
PRINCIPAL

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



GUIDEHOUSE INDIA PRIVATE LIMITED
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16893

Regd. Office 3rd Floor, Bhavan Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

July 9, 2023

D.S.Sandhiya Sri

Subject: Offer of Employment

Dear Sandhiya Sri,

We thank you for exploring career opportunities with Guidehouse India. You have successfully completed our selection process and we are pleased to make you an offer of employment.

You have been selected for the position of **Junior Process Associate**, Your Cost to Company, CTC, which includes all benefits, will be Rs.550,008 per annum as detailed in Annexure-I.

Your appointment is effective from the date of joining, which shall be on or before **July 18 2023**.

Your initial place posting will be at the temporary office in Chennai (The Hive, SRP Stratford, No.5, Rajiv Gandhi Salai, Kottivakkam, Chennai - 600 041). However, during your employment with us, depending upon the requirements of Company's business, you may be posted / transferred to any other units, group companies, offices, or clients of the group, either in existence or would come into existence, either in India or abroad at the sole discretion of the Company.

Guidehouse India operations are on a 24/7 schedule which means that you will periodically be required to work night shifts. In addition, if the situation so demands, you may sometimes be called upon to extend your normal work shift into the next shift.

You will be on a six (6) month probation period from the date of your joining. Upon successfully completing the probation period and after an evaluation of your performance, your service continuation may then be confirmed writing by management.

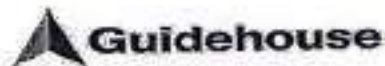
In the event you tender your resignation with the company, you will be required to give 3 months' notice or an amount equivalent in lieu thereof.

You will also execute a Service, Non-Disclosure and Confidentiality Agreement as applicable to employees of your category, from time to time which aims to protect the intellectual property right and business.

At the time of your joining kindly bring the following original documents for verification along with a photocopy, which would be retained for our record.

1. Photographs (8 passport size plus - stamp size)
2. S.S.L.C and H.S.C Mark sheets or equivalent
3. Graduation / Post Graduation certificate and mark sheets for all semester.
4. Relieving Letter/Service Certificate (if employed previously)

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
COWRIVAKKAM, CHENNAI - 600 041



GUIDEHOUSE INDIA PRIVATE LIMITED
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16893

Regd. Office 3rd Floor, Bhevaral Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

5 Passport/Proof of Address

6. Form 18 along with earning certificate for IT purpose

7. PAN card

8. Aadhaar card

Your employment will be subject to a background check in line with Guide house India background check policy. A specially appointed agency will conduct external background checks which in general would be completed within one month of joining. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

Kindly confirm your acceptance of this offer by accepting in the system within seven (7) working days of receiving this letter. Please indicate your date of joining via email to your recruiter. Failure to accept and provide a date of joining within the seven-day timeframe will cancel and void the offer

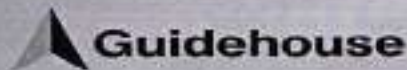
Best wishes for a long, happy and rewarding career with us.

Sincerely yours,

Saji Zacharia,
Director-HR

B. Kalpana
PRINCIPAL

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



GUIDEHOUSE INDIA PRIVATE LIMITED
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16893

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

July 9, 2023

S.M.Sandhiya

Subject: Offer of Employment

Dear Sandhiya,

We thank you for exploring career opportunities with Guidehouse India. You have successfully completed our selection process and we are pleased to make you an offer of employment.

You have been selected for the position of **Junior Process Associate**, Your Cost to Company, CTC, which includes all benefits, will be **Rs.550,008** per annum as detailed in Annexure-1.

Your appointment is effective from the date of joining, which shall be on or before **July 18 2023**.

Your initial place posting will be at the temporary office in Chennai (The Hive, SRP Stratford, No.5, Rajiv Gandhi Salai, Kottivakkam, Chennai - 600 041). However, during your employment with us, depending upon the requirements of Company's business, you may be posted / transferred to any other units, group companies, offices, or clients of the group, either in existence or would come into existence, either in India or abroad at the sole discretion of the Company.

Guidehouse India operations are on a 24/7 schedule which means that you will periodically be required to work night shifts. In addition, if the situation so demands, you may sometimes be called upon to extend your normal work shift into the next shift.

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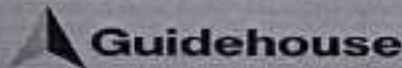
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You will also execute a Service, Non-Disclosure and Confidentiality Agreement as applicable to employees of your category, from time to time which aims to protect the intellectual property right and business.

At the time of your joining kindly bring the following original documents for verification along with a photocopy, which would be retained for our record.

1. Photographs (8 passport size plus - stamp size)
2. S.S.L.C and H.S.C Mark sheets or equivalent
3. Graduation / Post Graduation certificate and mark sheets for all semester.
4. Relieving Letter/Service Certificate (if employed previously)

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



GUIDEHOUSE INDIA PRIVATE LIMITED
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16993

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phono: +91-471-2700680

5. Passport/Proof of Address
6. Form 18 along with earning certificate for IT purpose
7. PAN card
8. Aadhaar card

Your employment will be subject to a background check in line with Guide house India background check policy. A specially appointed agency will conduct external background checks which in general would be completed within one month of joining. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

Kindly confirm your acceptance of this offer by accepting in the system within seven (7) working days of receiving this letter. Please indicate your date of joining via email to your recruiter. Failure to accept and provide a date of joining within the seven-day timeframe will cancel and void the offer

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

Sincerely yours,

Saji Zacharia,
Director-HR

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE

Offer Letter Agreement
(Private and Confidential)

Date: 11th August 2023

Name: Sangavi A

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 11th August 2023

Working Location

Ideally, you'll be based in **Bengaluru**, 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 31st 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, Kazura Garden, 1st Street, Neelanganam, 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 | CIN: U31100TN2019PTC131681

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: A. SANGHAVI

Signature: 

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 | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

November 02, 2023

Sangeetha Arunachalam
Ragava Nagar,
Madipakkam, Chennai-600091

OFFER LETTER

Dear Sangeetha Arunachalam,

Here at Navi, we believe that a company should be measured by the quality of its people. That's why we invest significant time and resources in hiring the best.

With that in mind, it gives me great pleasure to say: Welcome Aboard!

Navi is on a mission to make financial services simple, accessible and affordable and in doing so, we hope to positively impact millions of lives.

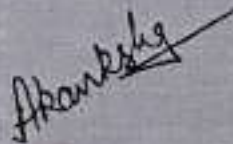
In the following pages, you will see the key terms and conditions that govern your employment and the details of your compensation and benefits.

Please note that this offer is subject to the successful completion of background and credential checks.

We look forward to a mutually rewarding, positively challenging and meaningful relationship.

We hope that this opportunity gives you the chance to do some of the best work of your life.

Sincerely,
For Navi Technologies Limited



Akanksha Chaturvedi
(Head - HR)

TERMS & CONDITIONS OF EMPLOYMENT

Your employment with Navi Technologies Limited ("Company") shall be on the following terms and conditions:

JOB ASSIGNMENT

- **Joining Date:** Your date of joining will be on or before **December 07, 2023** ("Joining Date").
- **Duties:** You will be employed in the position of **Executive 2**.
- **Location:** Your initial place of posting will be Bengaluru. However, you may be posted/transferred/seconded to any other place or offices of the Company or its affiliates including other group companies, subsidiaries, joint venture companies etc., as the Company may from time to time deem necessary, either in India or abroad. On such posting, you will be governed by the terms and conditions of service applicable to the new assignment, which shall however not be in any manner detrimental to the terms and conditions applicable to you immediately prior to such transfer.
- **Transfers:** You may be transferred to the rolls of a third party as the Company may deem necessary, provided the Company shall ensure that: (i) any such transfer shall be in compliance with applicable laws; (ii) your services to the Company shall not be interrupted by and upon such transfer; (iii) your compensation package shall not be curtailed or reduced or in any manner be unfavorably affected due to such transfer; (iii) such third party shall acknowledge your continuity of service for the purpose of computation of compensation and other applicable allowances and statutory benefits; and (iv) there shall be no material change in your role and responsibilities. You hereby consent to such transfer and agree to promptly execute all documents in connection herewith with the Company and/or the third party and do all such acts, deeds and things as might, in the opinion of the Company, be necessary to give full effect to the terms of the transfer, including resigning from the Company.
- **Exclusive Services:** Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment) unless otherwise agreed by the Company.

COMPENSATION & LEAVE

- **Compensation:** Your yearly total CTC, encompassing benefits and additional allowances, would amount to **Rs.5,00,000 per annum**
- **Leave:** You will be eligible for leave as specified in the Company Leave Policy which is in force and as may be modified from time to time.

BACKGROUND & CREDENTIALS

- The Company shall be entitled to conduct background and reference checks at any time, and your employment shall always be conditional on the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, terminate your employment without any notice.
- For this purpose, you explicitly consent to independent background checks by the Company or third-parties appointed by the Company, which will include the collection and transfer of your data by the Company for purposes related to your employment and agree to take all reasonable steps the Company may seek to facilitate the same.
- You must at all times keep your manager notified of any information about you with respect to: (i) any criminal conviction that may arise (excluding traffic violations), including, without limitation, bribery or fraud; (ii) any adverse claims that may be passed by a court of law against You; or (iii) any other proceedings that will make You personally liable before a court or a tribunal.

PROBATION

- The first 90 (Ninety) days from your Joining Date, will be the period during which your suitability for the position to which you have been appointed will be assessed ("Probationary Period"). The Company reserves the right to extend your Probationary Period if in its opinion such extension is necessary. If you fail to meet the Company's criteria to the satisfaction of your manager, during the Probationary Period,

Offer Letter Agreement
(Private and Confidential)

Date: 11th August 2023

Name: Saiaparna D

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 11th August 2023

Working Location

Ideally, you'll be based in **Bengaluru**, 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 31st of every succeeding month.

Components	Per Month (in Rs)	Per Annum (in Rs)
Basic	14,000	1,68,000
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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

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelagatal, 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 | CIN: U31100TN2019PTC132681

**PRINCE SHRI RAMESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIYAKKAM, 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

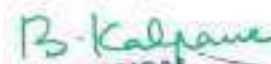
I hereby accept the terms and conditions of this offer letter agreement.

Name: D. SAI APARNA

Signature: 

Date: 11/8/2023

*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 | CIN: U31100TN2019PTC132681 | ISO-9001 : 2015 Certified

Sangeetha D
NO, 45 Pillayar Kovil Street
Mappadu,
TAMIL NADU
600126

offer Letter

Dear Sangeetha D

Congratulations! Further to the interview you had with us, we are pleased to extend an offer to you in the capacity of a "Trainee - Customer Care" in grade "P0".

Your Annual CTC will be Rs.3,00,000 (Three Lakh Rupees) and detailed break up of your salary has been explained in the enclosed Annexure.

Terms and Conditions of Employment:

This offer is valid until 03/11/2023 which will be your joining date with us and will stand void post your stated joining date.

And note that this offer is purely based on the information/documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through us to verify your educational, employment antecedents, your conduct, and any other background checks prior to your joining the Company or thereafter. You shall extend co-operation (if asked for) during such verification without any protest or demur. If there is a discrepancy in any of the information submitted by you (which formed the basis for this offer) or in the copies of the documents/certificates given by you as proof in support of the above, the Company reserves the right to revoke the offer at any time during service.

- A. **Probation:** You will be on probation for 6 months and your employment will be confirmed in the role of the company based on your performance during the probationary period.
- B. **Work Location:** Your posting will be at PreludeSys India Private Limited, Old No. B 12, New No A-3, 1st crossroad, SIPCOT IT Park-Siusel, Navalur, Chennai 603103. Your posting at present is in Chennai. During your employment with this Company, you may be posted/transferred/attached to any other Company of PreludeSys India Pvt Ltd. Or to any of the offices/subsidiaries/unit associate offices of the Company to any town or city in India or abroad at the sole discretion of the Management.
- C. Upon you working in another Company on transfer/on a specific project, you shall be entitled to emoluments and perks as applicable with PreludeSys India Pvt Ltd., only.
- D. **Work Ethics:**
 1. During the course of your employment, you will apply yourself with dedication, exercise your duty to the best of your ability and shall devote your whole time and attention to promote the interests of the Company, and generally carry out the work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by

PreludeSys India Private Limited

Regd. Office: No. 3A3, 1st Cross Street, SIPCOT IT Park, Siusel - Chennai - 603103

Ph: 91 44 674 1260 | www.preludesys.com

Chennai: 30226071 | 60001675 | GSTIN: 33AAB07252K132

Page 1 of 5

B. Kalra
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GUVVIVAKKAM, CHENNAI - 600 073.

through email by the Company, it would be assumed that you have voluntarily abandoned the services of the Company, and you will be terminated from services with immediate effect and without any compensation in lieu thereof.

The terms and conditions mentioned in the letter are only a few selected ones, applicable to you and not a complete description of all Company policies and rules. You are required to go through the policy manual of the Company, as amended, from time to time.

Upon your acceptance of this offer letter / by your signing this offer letter, the Company reserves the right to initiate legal proceedings in the jurisdiction of the courts of Chennai to recover the cost of training as well as related costs associated with training as determined by the Company.

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.

Please note that the terms and conditions of your service contract as stipulated herebefore, or to be intimated hereafter, are to be treated as strictly confidential. You are not to divulge its contents to any employee of the Company/person connected with the Company.

In all service matters, including those not specifically covered here, such as Travel, leave, etc. you will be governed by the rules of the Company framed from time to time.

Retirement: Retirement will be exercised as per our retirement policy.

At PreludeSys, we aim to provide very satisfying and challenging work to our Employees, through whom we intend to deliver high-quality service to our clients.

For PreludeSys India Pvt Ltd

Prasad Reddy
AVP - HR & IT

You are advised to read this letter carefully and if the terms and conditions are accepted by you, kindly acknowledge them by signing below.

I, Sangeetha D have read and understood thoroughly the rules of service and the above terms of the appointment of my service. I agree with all terms mentioned above and I shall abide by all general rules of service, which are now or may hereafter be in force. I accept my appointment of service with you.

Sangeetha D
Employee's Signature

Date: 03/11/2023

PreludeSys India Private Limited

Regd. Office: No. 3/AS, 1st Cross Street, SIPCOT IT Park, Seiser - Chennai - 603 102.

Ph: 9144 62417591 | www.preludesys.com

CIN: U72900TN1998PT0241675 | GSTIN: 33AAB07222K122

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B. Kalpana
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GOWRIVAKKAM, CHENNAI - 600 073.

Salary Annexure

Candidate Name	Sangeetha D	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
Particulars	Monthly (Rs)	Yearly (Rs)	
Basic Pay (40% of your annual TCTC)	10000	120000	
HRA	5000	60000	
Basic and HRA Total	15000	180000	
ESI - Employer (8.25% of your monthly fixed)	0	0	
PF - Employer	1800	21600	
Insurance	365	4380	
Gratuity	455	5460	
Statutory Employer	2645	31752	
Car Lease, Fuel, and Maintenance (1500/2400 pm)	-	-	
Leave Travel (@ 3 months basic pay once in 2 years)	-	-	
Internet / Mobile reimbursement (1500 pm)	-	-	
Professional Development (2000 pm)	-	-	
Food (1100/2200 pm)	-	-	
Flexi Benefits Total (as per employee option)			
Special Allowance	7354	88248	
Professional Tax	200	2400	
ESI Contribution by Employee (0.75% of your monthly fixed)	0	0	
PF Contribution by Employee	1800	21600	
Total Statutory Deductions *This will be in line with current prevailing Govt. norms	2018	24058	
Net Take Home	20346	244152	
Fixed CTC	25000	300000	
Variable Pay (*payout as per VP policy)	0	0	
Total CTC	25000	300000	

Applicable taxes will apply at any point in time toward your salary as per the current prevailing Government rules.

PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, SPCOT IT Park, Siruseri - Chennai - 601 103

Ph: 044-8741090 | www.preludesys.com

CIN: U72901TN1999PTC041975 | GSTIN: 33AA8C07526120

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GOWRIVAKKAM, CHENNAI - 600 073.

January 19, 2023

Sangeetha Radhakrishnan

56, New Colony, Radha Nagar
Chrompet, Chengalpet,
Tamil Nadu- 600044 India

Dear Sangeetha,

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 **O**. 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 6th 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 6th January 2021 to 31st 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.

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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.

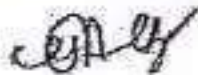
16. SHIFTS

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.




Anandraj George
Senior Manager - HR Operations

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

Signed: 

Name: Sangeetha R

Date: 22/06/23


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GOWRIVAKKAM, CHENNAI - 600 073.

Offer Letter

21st Nov, 2023

Sangeetha S
No.27/9 SRUS Colony,Solomon Street,
Keelkatalai, Tamil Nadu

Dear Sangeetha,

This has reference to our meeting & subsequent telephonic discussions.*

We are pleased to offer you the position of Data Analyst with our organization on discussed and agreed terms.

Your compensation will be as per the annexure attached.

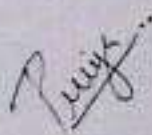
A detailed service agreement will be shared with you at the time of joining. Your joining date is 04th Dec 2023.

To complete our records, you would need to bring the following with you on the date of joining:


- Certificate of your last educational qualification in original
- Relieving letter from your last assignment
- A resume with identification document (Passport/Driving License)
- Photocopy of residence proof
- Photocopy of PAN card (2 copies)
- 5 passport size photographs
- Aadhar Card (2 copies)
- Cancelled Cheque
- Photocopy of Driving License (2 copies)

Please sign a duplicate copy of this letter in token of your acceptance of the said terms.

Looking forward to working along with you.
For Sewell's Group India Private Limited,


Priya Sharma
HR Manager




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

MSX International
104, Building No-7,
1st Floor, Sector 2, Millenium
Business Park, MDC, Mahape,
Navi Mumbai-400701, India
Tel: +91 22 6735 4900
E-mail: info@msxi.com
Sewells Group India Private Limited
CIN No. U74999MH2002PTC135518

Compensation Offer Sheet

Name: Sangeetha S

Position: Data Analyst

Grade: 4

Joining Date: 04th Dec 2023

Compensation Details:

Item	Offered (INR on Annual Basis)
Basic	241,710
HRA	120,855
Development Fee	54,755
Cell Allowance	12,000
Leave Travel Allowance	24,000
Gross Salary	453,320
Employer's contribution towards PF	21,600
Group Insurance Premium	8,500
Total CTC	483,420

- Cell (Rs. 1000/- per month). If your cell bill exceeds Rs. 1000, the excess amount would be reimbursed in case the excess amount is equal to amount spent for business calls.
- LTA will be paid along with your monthly salary and tax benefit will be applicable as per Income Tax act.
- Group Health insurance premium (paid on behalf by the Company Premium amount Rs.8500/-). Medi claim coverage of Rs. 400000 for the employee, spouse and two dependent kids.
- Personal accidental policy with Coverage of Rs. 1000000 paid by the company.
- The CTC amount is prior to the income tax deduction. Income tax will be deducted from the CTC as per the relevant tax slabs and the Investment declared by the employee.

Agreed and Signed

Sangeetha

B. Kalpana
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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI

31-May-2023

Dear SANGEETHA S,

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

Components	Components Rs. Per annum
Basic	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
Total Fixed Pay	280,000.00

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

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

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

Registered Office: ICICI Prudential Life Insurance Company Limited
ICICI PruLife Towers, 3003, Appasaheb Marathe Marg, Prithividevi, Mumbai - 400 025, India.
Tel.: 4038 1600, 6544 1600 / Fax: 2437 6633 / Visit us at: www.iciciprulife.com
CIN: L16501MH2000PLC027827

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

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GOWRIVAKKAM, CHENNAI-600 073



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

R Sanjay

12, Sabari Arul Flats, II Floor,
Thirumal Nagar, Chitlapakkam
Chennai
600064

Dear R Sanjay,

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, Gere Commerzone SEZ, Survey No. 65,
Kharadi, Pune 411014

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

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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
Annual Salary	360,000.00
Statutory Bonus	24,802.00
Employer's ESI Contribution (Employee State Insurance)	0.00
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,654.00
Total Fixed Pay	415,056.00
Target In-Year Discretionary Incentive Award	30,000.00
Estimated Cost to Company (CTC)	445,056.00

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 ~~insurance~~ insurance.

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Realize Your Ideas

California Software Company Limited

CIN: L72300TN1992PLC022135

Registered Office: Workflo, Graets 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. Sanjay T,
17, Saideep Shoreline, Periyar Nagar,
Medipekkam,
Chennai-600091

LETTER OF APPOINTMENT

Dear Sanjay T,

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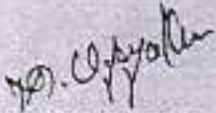
Your employment contract and all terms are governed from the Registered Office of the Company at Chennai. Any dispute arising related to your employment with the Company shall be subject to Chennai jurisdiction only.

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.

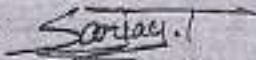
Thanking you,
Yours truly

For CALIFORNIA SOFTWARE COMPANY LIMITED



VIJAYAKUMAR
DIRECTOR

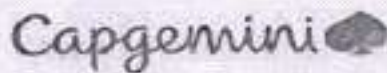


The above terms & conditions are acceptable to me.

Signature of the Candidate: 

Date: 16.08.2022


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GOWRIVAKKAM, CHENNAI-600 073



Capgemini Technology Services India Limited - Plant
2/C Wing, 3rd Floor, Sadre IT Park, Copre] 6
Boyer Compound, Gate No. 2,
L.B.S. Marg, Pirapathagar, Vikram (West), Mumbai-
400 078, Maharashtra, India. Tel: +91 22 5684 0500
| Fax: +91 22 5755 7060 | www.capgemini.com

Offer Letter

Dear U Shanmuga Priya,

A very warm welcome to you! Capgemini'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 Capgemini.

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

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 freshershiring.ans@capgemini.com.

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Hrushikesh M
Vice President HR, Capgemini India

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

HRD-OFFR-/69/AR/0911
11/2/2023

Santhana Krishnan K R
NO,316,Baleji Colony1st Street,
Velachery,
TAMIL NADU
600045

Offer Letter

Dear Santhana Krishnan K R

Congratulations! Further to the interview you had with us, we are pleased to extend an offer to you in the capacity of a "Trainee - Customer Care" in grade "P0".

Your Annual CTC will be Rs.3,00,000 (Three Lakh Rupees) and detailed break up of your salary has been explained in the enclosed Annexure.

Terms and Conditions of Employment: _

This offer is valid until 03/11/2023* which will be your joining date with us and will stand void post your stated joining date.

And note that this offer is purely based on the information/documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through us to verify your educational, employment antecedents, your conduct, and any other background checks prior to your joining the Company or thereafter. You shall extend co-operation (if asked for) during such verification without any protest or demur. If there is a discrepancy in any of the information submitted by you (which formed the basis for this offer) or in the copies of the documents/certificates given by you as proof in support of the above, the Company reserves the right to revoke the offer at any time during service.

- A. **Probation:** You will be on probation for 6 months and your employment will be confirmed in the rolls of the company based on your performance during the probationary period.
- B. **Work Location:** Your posting will be at PreludeSys India Private Limited, Old No D 12, New No A-3, 1st crossroad, SIPCOT IT Park-Siruseri, Navalur, Chennai 603103. Your posting at present is in Chennai. During your employment with this Company, you may be posted/transferred/attached to any other Company of PreludeSys India Pvt Ltd. Or to any of the offices/subsidiaries/unit associate offices of the Company to any town or city in India or abroad at the sole discretion of the Management.
- C. Upon you working in another Company on transfer/on a specific project, you shall be entitled to emoluments and perks as applicable with PreludeSys India Pvt Ltd., only.
- D. **Work Ethics:**
 1. During the course of your employment, you will apply yourself with dedication, exercise your duty to the best of your ability and shall devote your whole time and attention to promote the interests of the Company, and generally carry out the work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by

B. Kalpane
PRINCIPAL

PreludeSys India Private Limited

ARTS AND SCIENCE COLLEGE
GOWRIYAKKAM, CHENNAI - 603 103

Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri, Chennai - 603 103.
Ph: 44-4741700 | www.preludesys.com | U73

CIN : U72300TN1808PT0041576 | GSTN : 33AABCP1252K120

through e-mail by the Company, it would be assumed that you have voluntarily abandoned the services of the Company, and you will be terminated from services with immediate effect and without any compensation in lieu thereof.

The terms and conditions mentioned in the letter are only a few selected ones, applicable to you and not a complete description of all Company policies and rules. You are required to go through the policy manual of the Company, as amended, from time to time.

Upon your acceptance of this offer letter / by your signing this offer letter, the Company reserves the right to initiate legal proceedings in the jurisdiction of the courts of Chennai to recover the cost of training as well as related costs associated with training as determined by the Company.

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.

Please note that the terms and conditions of your service contract as stipulated heretofore, or to be intimated hereafter, are to be treated as strictly confidential. You are not to divulge its contents to any employee of the Company/person connected with the Company.

In all service matters, including those not specifically covered here, such as Travel, leave, etc. you will be governed by the rules of the Company framed from time to time.

Retirement, Retirement will be exercised as per our retirement policy.

At PreludeSys, we aim to provide very satisfying and challenging work to our Employees, through whom we intend to deliver high-quality service to our clients.

For PreludeSys India Pvt Ltd

Prasad Reddy
AVP - HR & IT

You are advised to read this letter carefully and if the terms and conditions are accepted by you, kindly acknowledge them by signing below.

Saathana Krishnan have read and understood thoroughly the rules of service and the above terms of the appointment of my service. I agree with all terms mentioned above and I shall abide by all general rules of service, which are now or may hereafter be in force. I accept my appointment of service with you.

Employee's Signature:
Date: 03/11/2023

PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GUWRIYAKKAM, CHENNAI - 600 114

PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri - Chennai - 603 103.

Ph: 91-44-67417600 | www.preludesys.com

QIN: UR2300TRd288PTD041576 | GSTIN: 33AABCP7252K12C

Salary Annexure

Candidate-Name	Santhana Krishnan K R	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
Particulars	Monthly (Rs)	Yearly (Rs)	
Basic Pay (40% of your annual TCTC)	10000	120000	
HRA	5800	69600	
Basic and HRA Total	15800	189600	
ESI - Employer (3.25% of your monthly fixed)	0	0	
PF - Employer	1800	21600	
Insurance	365	4380	
Gratuity	481	5772	
Statutory Employer	2646	31752	
Car Lease, Fuel, and Maintenance (1800/2400 pm)	-	-	
Leave Travel (@ 3 months basic pay once in 2 years)	-	-	
Internet / Mobile reimbursement (1000 pm)	-	-	
Professional Development (2000 pm)	-	-	
Food (1100/2200 pm)	-	-	
Flexi Benefits Total (as per employee option)	7354	88248	
Special Allowance	208	2496	
Professional Tax	0	0	
ESI Contribution by Employee (0.75% of your monthly fixed)	0	0	
PF Contribution by Employee	1800	21600	
Total Statutory Deductions *This will be in line with current prevailing Govt. norms	2008	24096	
Net Take Home	20348	244152	
Fixed CTC	25000	300000	
Variable Pay (*payout as per VP policy)	0	0	
Total CTC	25000	300000	

Applicable taxes will apply at any point in time toward your salary as per the current prevailing Government rules.

B. Kalpana
PRINCIPAL

PRELUDESYS INDIA PRIVATE LIMITED
ARTS AND SCIENCE CITY
CHENNAI - 600 013.

Regd. Office : No. 3/A3, 1st Cross Street, OTC, 11th Park, Sriruseri - Chennai - 603 103.

Ph: 91-44-67417600 | www.preludesys.com

QIN: U72300TN1888PTC041576 | GSTIN: 33AABCP7252X1ZD



Date: 9 May 2023

Santhiya S
No. 23/31 Thiruvalluvar Street, Vengadamangalam,
Chennai, TN 600127

Dear Santhiya 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 "11 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..

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



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

PRINCIPAL

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

Date: September 14, 2023

Private and Confidential

SANTHOSH S

No.44,kovalan Nagar 1st main road
13/232,Thiruvalluvar Street,Santhosapuram,
Chennai
Tamil Nadu,
India-600073

Dear SANTHOSH,

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 , 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.

Signature of the employee

Santhosh

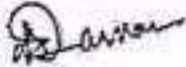
Principle,
Prince Shri Venkateshwara
Arts and Science College,
Gowrivakkam, Chennai - 600 073.

Corporate Identity Number: U71202TN19990420000
Registered Office:
SDB5, GF Lab3, Chennai-SEZ, SDB5, Chennai-600073

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

HCL

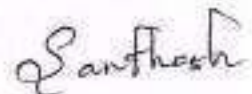
Yours sincerely,
For HCL TECH LTD BPO SERVICES



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.



Signature of the employee

B. Kalpana
PRINCIPAL

PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIWAKKAM, CHENNAI - 600073



CPF (INDIA) PRIVATE LIMITED

(Formerly, Charoen Pokphand (INDIA) Private Limited)

841/1, 100 Feet Rd., Binnamangala, Indiranagar,

Bangalore- 560038, Karnataka, INDIA

Website: www.cp-india.com / www.cpfworldwide.com / www.cpthailand.com

July 25, 2023

To,
Ms. Sarala
Prince Shri Venkateshwara Arts and Science College,
Gowrivakkam,
Chennai-600073.

Subject: Offer Letter

In reference to your application and followed by the interview, we would like to congratulate you on being selected for the role of **Quality Executive** on a salary of **Rs. 36,670/-** per month. Your probation training is liked to start from **10th August 2023** for a period of 6 months.

Initially, you will be considered as a executive trainee during the probation period, and the training includes orientation, learning and developing new skills and gaining a deeper understanding of concepts through hands on application of the knowledge you learned in the class.

The job details, technical platform and any other matters will be shared with you on the day of joining.

Again, Congratulations and we look forward to working with you.

You should report at the following address:

CPF India Private Limited.,
#841/1, Binnamangala 1 st stage,
Indiranagar 100 Feet Road, Banaglore560038
Contact Person: Ms. Mala K M

Yours sincerely,
for CPF India Private Limited.,

Asif Akram

AGM HR

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



April 12, 2023

Dear Saran ,

Welcome to VDart Group!

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

You will draw a CTC of **2,25,500 (Two Lakh twenty five Thousand five hundred Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 2, 2023**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

MohanaSundaram
Assistant General Manager - HR

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
COUNTY ROAD, DWARKA COLONY, CHENNAI - 600004



SHRIRAM
Finance

December 16, 2023

Ref No: CAN088068
Mr. SARAN DAVID M
4, Gandhi Street,
Madampakkam, Chennai,
Tamil Nadu-600126,
Mob No.: 9513289065

Dear Mr. SARAN DAVID M

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 VYSA BANK UPSTAIRS, ANNA NAGAR, PRITHIVIMANGALAM, THIYAGADURUGAM, KALLAKURICHI DT, THIAGADURGAM-606202.
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.

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



SHRIRAM
Finance

REMUNERATION DETAILS OF MR.SARANDAVID M
(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
	GROSS	20710.00	248520.00
9.	INSURANCE BENEFITS	250.00	3000.00
10.	PROVIDENT FUND	1900.00	21600.00
11.	BONUS/EXGRATIA	1100.00	13200.00
	CTC	23860.00	286320.00

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)

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

26 July 2023

Ms. Saranya
45 First New Street, R.K. Nagar Extension, Chrompet,
600044

Your appointment as Analyst in Technology Consulting

Dear Saranya,

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 **5**.

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 Cannon Street, 3rd Floor, Stock G, Kolkata - 700048

B. Kalpana
PRINCIPAL

**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE**
GURUVAKKAM, CHENNAI - 600075.



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

10/09/2023

Saranya

B. Kalpana
Principal

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

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



Annexure A
Illustrative compensation break-up

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

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



Date: 24-11-2023

Subject: Offer of Employment

Dear Saraswathi S,

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

Sushil Chander
Vice President – Human Resources

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

Annexure 1

Date: 24-11-2023
 Name: Saraswathi S
 Designation: Executive Trainee
 Band: J2

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

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

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



Date: 24-11-2023

Subject: Offer of Employment

Dear Saranya S,

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 Chander".

Sushil Chander
Vice President - Human Resources

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

Annexure 1

Date: 24-11-2023

Name: Saranya S

Designation: Executive Trainee

Band: J2

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

Other Benefits (as per prevalent Company Policy):

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

B. Kalpana
 PRINCIPAL
 PRINCE SHRI VENKA
 ARTS AND SCIENCE
 GOWRIVAKKAM, CHENNAI

Date: 11th August 2023,

Ms. Sarika P,

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.

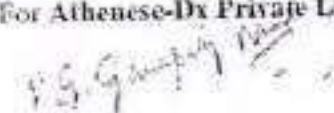
Your start date will be on or before 15th September 2023.

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

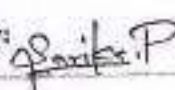
If you accept this job offer, please sign this letter, and return it to us at your earliest convenience. Please provide the required documents (ANNEXURE -B) to establish your employment.

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


For Athenese-Dx Private Limited.


HR Manager

cc. Dr. Arunkumar C – Technical Director

Accepted by:
Signature: 




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PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, 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.

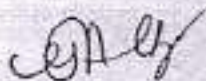
16. SHIFTS

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.

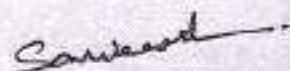
For Williams Lea India Pvt. Ltd.



Anandaraj George
Senior Manager - HR Operations

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

Signed:



Name: SARVESHVARAN A

Date: 22.06.23

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
CHANNAYAKKATTI, CHENNAI - 600022



OFFER LETTER

03rd Aug 2023

Sasikala K
Chennai

Dear **Sasikala,**

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 **07th August 2023**.

Your scheduled date of joining or commencement of employment with the Company shall be on or before **07th 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 **03rd 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				
Name:	Sasikala K			
Designation:	Specialist - Insurance Collections	Grade:	E1	
	Explanatory Notes	Monthly	Annual	
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
TOTAL (A)			35,663	4,27,950
STATUTORY BENEFITS (B)				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Gratuity	As per the Act		-	10,812
TOTAL (B)			1,800	32,412
TOTAL (A+B)			37,463	4,49,550
OTHER EARNINGS (C)				
Retention Bonus (MONTHLY)			3,122	37,462
Festival Bonus (ONE TIME PAYOUT)			1,561	18,731
TOTAL (C)			4,683	56,193
CONDITIONAL ALLOWANCE (D)				
Conditional Night Shift Allowance (US) # 22 days			3,300	39,600
Joining Bonus (Applicable for a window period)			-	-
TOTAL (D)			3,300	39,600
TOTAL (A+B+C+D)			45,446	5,45,343
Approximate Net Take Home Salary			40,078	
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				


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 GOWRIVAKKAM, CHENNAI-600 073.



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Ernst & Young LLP
11th to 17th Floor, The Ruby
29, Senapati Bapat Marg
Dadar (West)
Mumbai - 400 028, India
Phone: +91 22 5192 0060
Fax: +91 22 5192 1030

26 July 2023

Mr. Sathash Pendi
63 Arulneri Street, Ramakrishnapuram,
600059

Your appointment as Analyst in Technology Consulting

Dear Sathash,

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 (8) 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 Global Limited
A member firm of Ernst & Young Global Limited
Ernst & Young LLP
Principal
PRINCE SHREYANSH KUMAR
ARTS AND SCIENCE COLLEGE
GOVINDAVAKKAM, CHENNAI - 600073



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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

Date

10-8-23

Sathash Pendi

B. Kalpana
Principal

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

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Annexure A

Illustrative compensation break-up

Particulars	Annual Values (INR)	
	4,19,400	
(A) Salary Components		
Basic Salary	2,53,200	
House Rent Allowance	1,28,600	
Special Allowance		
Conveyance Allowance	39,600	
(B) Other Perquisites	30,600	
Firm's Contribution to Provident Fund	30,384	
Year End Ex-Gratia	216	
(C) Annual Fixed Compensation (A+B)	4,50,000	
(D) Other Benefits	32,173	
Gratuity (accrual)	12,173	
Firm's contribution towards Medical insurance	20,000	
(E) Total Compensation (C+D)	4,82,173	
(F) Annual performance bonus (earning potential)	Min. 0%	Max. 12%
	0	54,000
Annual total earning potential (E+F)	4,82,173	5,36,173

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

Date: 07 September 2023

Sathish V

Sub: Offer Letter

Dear Sathish,

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.**

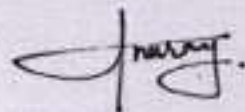
In case you wish to terminate your employment with the organization, you are required to serve mandatory notice period of 30 days from the date of acceptance of resignation.

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

Date: 07 September 2023

Sathya Priya P

Sub: Offer Letter

Dear Sathya Priya,

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.

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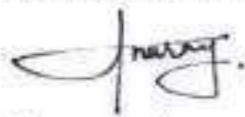
In case you wish to terminate your employment with the organization, you are required to serve mandatory notice period of 30 days from the date of acceptance of resignation.

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
GOWRIVAKKAM, CHENNAI - 600 073.



09/06/2023

Dear SAVIYA,

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 **09/06/2023** 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 VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 073.

Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: SAVIYA,
Designation: Associate-CS Internet
Date of Joining: 09/06/2023
Level: Level 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY		
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
PERFORMANCE INCENTIVE (B)		
Performance Incentive	2,750	24,750
STATUTORY BENEFITS AND INSURANCE (C)		
Employer's Contribution to PF	1,555	18,654
Gratuity	264	3,171
CTC (A + B + C)	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.

B. Kalpana
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/-, Medicclaim 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


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

Date: 24th August, 2023

Dear Selva Kumar K,

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
9th Floor, Urmila Business Park, A-958,
Sector 136, Noida, Gautam Budh 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,

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**.

Accepted

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



Dec 20th 2023

Letter of Offer

Dear SEETHA P,

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 22nd,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



Realize Your Ideas

California Software Company Limited

CIN: L72300TN1992PLC022135

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

OMR Phase 1, Chennai 600096

Phone +91 94448 60882

Email: investor@calsoftgroup.com

www.calsoftgroup.com/www.calsof.com

Ref. No: CAL/APPT/2023

August 11, 2023

To

Ms. Senbagavalli G,
92, J Block, Dr. Thomas Road
T Nagar,
Chennai-600017

LETTER OF APPOINTMENT

Dear Senbagavalli G,

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.

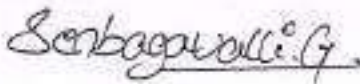
Thanking you,
Yours truly

For CALIFORNIA SOFTWARE COMPANY LIMITED



VIJAYAKUMAR
DIRECTOR



The above terms & conditions are acceptable to me.

Signature of the Candidate: 

Date: 16.8.23


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GOWRIVAKKAM, CHENNAI-600 073



Extramarks Education India Private Limited
9th Floor, Urmia Business Park, A-95B
Sector 136, Noida, Gurgaon Budh Nagar,
Uttar Pradesh 201304

Date: 24th August, 2023

Dear Senthamizhan B,

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's** notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month's** 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. Kalpane
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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073.



Extramarks Education India Private Limited
9th Floor, Dharma Business Park, A-95B,
Sector 136, Noida, Gautam Buddha 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,

Singhviyanam 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.

Sentham
Accepted

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



Offer Letter

Date : Monday, September 4, 2023

Dear Shakthi J K,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Faculty - Biology** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Academics - BTC** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, September 13, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, September 13, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Faculty - Biology
Department	Academics - BTC
Employment Type	TLPL - Regular
Work Location	BTC, D.NO.87/1034, SURVEY NO.666,AND 667C,Relliance Smart & Digital Upstairs, SESHADRI NAGAR, Andhra Pradesh-518002

Fixed Compensation: ₹ 380000

Variable Compensation: ₹ 28000

Total Annual Cost to Company : ₹ 408000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, September 13, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
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GOWRIVAKKAM, CHENNAI-600 073.

Annexure - A

Compensation Details	
Name	Shakthi J K
Designation	Faculty - Biology
Data Of Joining	Wednesday, September 13, 2023
Annual Cost To Company(CTC)	₹ 408000
Fixed Compensation	₹ 380000
Variable Compensation	₹ 28000
Earnings	
Component Category	Annual
Basic Pay	₹190,000.00
House Rent Allowance	₹95,000.00
PF (Employer Part)**	₹21,600.00
Leave Travel Allowance	₹61,400.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹12,000.00
Annual Earnings (Fixed CTC - Company PF & ESIC Contribution)	₹358,400.00
Deductions	
PF (Employee's Part)**	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
Total Annual Net Pay (Before Taxes)**	₹336,800.00

*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

**Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

***PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

Bonuses (As Applicable)

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

Key Points

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

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GOWRIVAKKAM, CHENNAI-600 073.



Dear Shakthi Sri A,

Greetings from **Dvara Kshetriya Gramin Financial Services Private Ltd!!!**

We are pleased to make you an offer of appointment as Business Support Executive at Tambaram for Dvara KGFS. You are requested to join the company on 16-07-2023.

You will be entitled to a Cost to Company of Rs. 1,45,200.00 (ONE LAKH FORTY FIVE THOUSAND TWO HUNDRED ONLY) comprising the following: - Basic, HRA, Allowances, LTA and retirement benefits, which include Provident Fund and Gratuity as per company policy.

We also have tax friendly component which you may choose for exempting from TDS. This includes Car Maintenance, Attire Allowance, Professional Pursuit Allowance and other such components. These components which you choose will be carved out of the special allowance above mentioned.

In addition to this you will also be eligible for

- i) Mobile & Data card connection as per company policy
- ii) Medical Insurance for self and Family
- iii) Group Personal Accident Insurance & Life Insurance for self

Please confirm your acceptance by replying this mail to the undersigned. Acceptance letter and all future correspondence should be addressed to Human Resource Department.

Your appointment in the company shall be subject to the verification of the document submitted. If in case the documents submitted are fictitious and poor reference feedback received, under such circumstances your offer shall get revoked without giving you any further reason.

You are requested to kindly submit the following documents before you join the company. The appointment is subject to reference check being done by us. You are also required to send self-attested copies of the documents, as mentioned below, along with the duly-signed offer letter.

Certificates / Documents

1. Certificates:
 - a. Tenth Standard Mark Sheet and Passing
 - b. Twelve Standard Mark Sheet and Passing
 - c. Graduation Mark Sheet and Passing
 - d. Post Graduation (If any) Mark Sheet and Passing
2. Experience / Relieving Letter
3. Acknowledged Resignation Copy
4. Last 3 months Pay Slip / Proof of Last drawn salary & last 3 months bank statement
5. Photo Identification (2 Copies) (Example: PAN Card, Aadhar Card & Driving License)

We look forward having you on board!!!

Huma Tariq

Huma Tariq
Chief Human Resources Officer

B. Kalpana
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GOWRIVAKKAM, CHENNAI-600 073.

26 July 2023

Mr. Shakthi Saravanan
24/70 Sai ram Nagar, Trumbullyur,
600059

Your appointment as Analyst in Technology Consulting

Dear Shubham,

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.

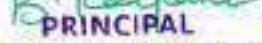
3. Date of joining

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


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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

Shakthi Saravanan

Date

12.8.23

Shakthi Saravanan

B. Kalpana
Principal

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Annexure A
Illustrative compensation break-up

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


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ARTS AND SCIENCE COLLEGE
 GOWRIYAKKAM, CHENNAI - 600 073.

Offer Letter

21th Nov, 2023

Shalini M
No.15/8 Manimegalai Street,
Guduvancherry, Tamil Nadu

Dear Shalini,

This has reference to our meeting & subsequent telephonic discussions.*

We are pleased to offer you the position of Data Analyst with our organization on discussed and agreed terms.

Your compensation will be as per the annexure attached.

A detailed service agreement will be shared with you at the time of joining. Your joining date is 04th Dec 2023.

To complete our records, you would need to bring the following with you on the date of joining:

- Certificate of your last educational qualification in original
- Relieving letter from your last assignment
- A resume with identification document (Passport/Driving License)
- Photocopy of residence proof
- Photocopy of PAN card (2 copies)
- 5 passport size photographs
- Aadhar Card (2 copies)
- Cancelled Cheque
- Photocopy of Driving License (2 copies)

Please sign a duplicate copy of this letter in token of your acceptance of the said terms.

Looking forward to working along with you.

For Sewell's Group India Private Limited,



Priya Sharma
HR Manager


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

MSX International
104, Building No-7,
1st Floor, Sector 2, Millenium
Business Park, MIDC, Mahape,
Navi Mumbai-400701, India
Tel: +91 22 6735 4900
E-mail: info@msxi.com
Sewell's Group India Private Limited
CIN No. U74899MH2002PTC135618

Compensation Offer Sheet

Name: Shalini M

Position: Data Analyst

Grade: 4

Joining Date: 04th Dec 2023

Compensation Details:

Item	Offered (INR on Annual Basis)
Basic	241,710
HRA	120,855
Development Fee	54,755
Cell Allowance	12,000
Leave Travel Allowance	24,000
Gross Salary	463,320
Employer's contribution towards PF	21,600
Group Insurance Premium	8,500
Total CTC	483,420

- Cell (Rs. 1000/- per month). If your cell bill exceeds Rs. 1000, the excess amount would be reimbursed in case the excess amount is equal to amount spent for business calls.
- LTA will be paid along with your monthly salary and tax benefit will be applicable as per Income Tax act.
- Group Health insurance premium (paid on behalf by the Company Premium amount Rs.3500/). Medi claim coverage of Rs. 400000 for the employee, spouse and two dependent kids.
- Personal accidental policy with Coverage of Rs. 1000000 paid by the company.
- The CTC amount is prior to the income tax deduction. Income tax will be deducted from the CTC as per the relevant tax slabs and the Investment declared by the employee.

Agreed and Signed

Shalini

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESH
ARTS AND SCIENCE
GOWTHAMNAGAR, CHENNAI



April 12, 2023

Dear Shalini,

Welcome to VDart Group!

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

You will draw a CTC of **2,25,500 (Two Lakh twenty five Thousand five hundred Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 2, 2023**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

Mohana Sundaram
Assistant General Manager - HR

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



Optum Health & Technology (India) Pvt. Ltd.

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

optum.com

20-02-2023

Shanmuga Priya Venkatesan,
No-34/18 Periyar Nagar, Madipakkam
Chennai, Tamil Nadu, 600091.

Dear Shanmuga Priya Venkatesan,

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 - MCC 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 20-02-2023. 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 Maruthiseva Nagar Bangalore 560005

Call: 07431DKA2006PTC036515, Phone +91 80 4257300 Email: incontact@optum.com, Website: www.optum.com

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GOWRIVAKKAM, CHENNAI 600 072



Optum Health & Technology (India) Pvt. Ltd.

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

Shanmuga Priya Venkatesan, 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.SM

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: 16-02-23

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

CIN: U74910KA2005PTC038515, Phone +91 80 4257300 Email: incontact@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, Maruthiseva
Nagar Bangalore 560005

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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
Mediclaime 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 Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2006PTC036515, Phone +91 80 4257300 Email: hr@optum.com, recruitment@optum.com, Website: www.optum.com

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

Offer Letter Agreement
(Private and Confidential)

Date: 11th August 2023

Name: Sharmila B

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 11th 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 31st 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.

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangudi, 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 | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

PRINCIPAL

**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE**
GUVVILAKKAM, 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: Sharmila B

Signature: [Handwritten Signature]

Date: 11/08/2023

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

B. Kalpana
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GOWRVAKKAM, 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 | CIN: U31100TN2019PTC132681 | ISO-9001 : 2015 Certified



LETTER OF OFFER

21-November-2023

Dear Sharmila M,

Candidate ID C0044145
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 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: 8th Floor (Module 1 to 4) Cambridge Tower, Ramenujan 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. Kalpana
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PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIYAKKAM, CHENNAI - 600 073



GUIDEHOUSE INDIA PRIVATE LIMITED
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PT0016003

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Tondiarum-605081, Kerala, India Phone: +91-471-2700600

July 9, 2023

V.Sharmila

Subject: Offer of Employment

Dear Sharmila,

We thank you for exploring career opportunities with Guidehouse India. You have successfully completed our selection process and we are pleased to make you an offer of employment.

You have been selected for the position of Junior Process Associate, Your Cost to Company, CTC, which includes all benefits, will be Rs.550,008 per annum as detailed in Annexure-I.

Your appointment is effective from the date of joining, which shall be on or before July 18 2023.

Your initial place posting will be at the temporary office in Chennai (The Hive, SRP Stratford, No.5, Rajiv Gandhi Salsal, Kottivakkam, Chennai-600 041). However, during your employment with us, depending upon the requirements of Company's business, you may be posted / transferred to any other units, group companies, offices, or clients of the group, either in existence or would come into existence, either in India or abroad at the sole discretion of the Company.

Guidehouse India operations are on a 24/7 schedule which means that you will periodically be required to work night shifts. In addition, if the situation so demands, you may sometimes be called upon to extend your normal work shift into the next shift.

You will be on a six (6) month probation period from the date of your joining. Upon successfully completing the probation period and after an evaluation of your performance, your service continuation may then be confirmed writing by management.

In the event you tender your resignation with the company, you will be required to give 3 months' notice or an amount equivalent in lieu thereof.

You will also execute a Service, Non-Disclosure and Confidentiality Agreement as applicable to employees of your category, from time to time which aims to protect the intellectual property right and business.

At the time of your joining kindly bring the following original documents for verification along with a photocopy, which would be retained for our record.

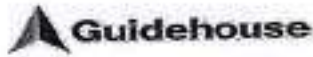
1. Photographs (8 passport size plus - stamp size)
2. S.S.L.C and H.S.C Mark sheets or equivalent
3. Graduation / Post Graduation certificate and mark sheets for all semester.
4. Relieving Letter/Service Certificate (if employed previously)

B. Kalpana

PRINCIPAL

PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI - 600 075.



GUIDEHOUSE INDIA PRIVATE LIMITED
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16993

Regd. Office 3rd Floor, Shavard Building, Phase 1, Techpark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

5. Passport/Proof of Address.

6. Form 18 along with earning certificate for IT purpose

7. PAN card

8. Aadhaar card

Your employment will be subject to a background check in line with Guide house India background check policy. A specially appointed agency will conduct external background checks which in general would be completed within one month of joining. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

Kindly confirm your acceptance of this offer by accepting in the system within seven (7) working days of receiving this letter. Please indicate your date of joining via email to your recruiter. Failure to accept and provide a date of joining within the seven-day timeframe will cancel and void the offer.

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

Sincerely yours,

Sajj Zacharia,
Director-HR

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



Provisional Offer

Date: 04.05.2023

Process: AES Process

Dear Sharmila.R

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 **YIC** 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 (25th to 25th) of every month and the salary will be credited 7th 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: 12/06/2023

Candidate Signature

Sharmila

B. Kalpana
PRINCIPAL

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

Date: 24th August, 2023

Dear Sharo Femi S,

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	63,904	5,402
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**

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,

Singhkrityayan 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.

S. Sharafani

Accepted

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

August 7th, 2023

Sharrvari V
Chennai

OFFER OF EMPLOYMENT

Dear Sharrvari,

With reference to your application and subsequent interview undergone, we are pleased to offer you employment in our Organization on the following terms and conditions:

You will be designated as **Executive — QC for Diagnostics Division.**

1. Your salary details are given in the Annexure — II. However, your compensation will be altered / Changed from time to time in line with the compensation policy and practices of the company. Your compensation data is highly confidential and should only be discussed with your reporting manager or the HR Department.
2. You will be based at Chennai. Your job requires you to travel all regions. You will be provided with such allowances for travel, lodging and boarding as is prevalent in our organizational travel manual whenever you are on tour.
3. By accepting this offer letter, you hereby confirm that you would abide by the company policies, as amended time to time.
4. As per company policy, the probation period applicable to you shall be six months. After completion of your probation period, your services will be confirmed in writing within one month from the date of completion of your probation period.
5. Your services during the period of probation shall be liable to be terminated giving notice as per company policy. Likewise, probationer will also be competent to terminate his/her contract of employment as per the policy. The waiver of the notice period fully or partially is at the

Trivitron Healthcare Pvt. Ltd.

#16, IV Street, Abhiramapuram, Chennai - 600 018, India.
Ph: 491 - 44 - 2498 6050, Fax +91 - 44 - 2498 8757 | 2467 | 2782
E-mail: gfaupmarketing@trivitron.com

www.trivitron.com

B. Kalpana
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PRINCE SHRI VENKATESHWARĀ
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GOWRIVAKKAM, CHENNAI - 600 073.



Bangalore [+91 80 4534 8988] | Delhi [+91 11 4135 4650] | Hyderabad [+91 40 6561 8910] | Kolkata [+91 33 2465 0298/0469] | Mumbai [+91 22 6661 2526/27/28, 6610 1889/90]

Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondichery, Pune, Sri Lanka & Dubai

Your joining date (mutually agreed between you and HR) will be intimated to you. Without confirmation from HR regarding your joining date you will not be allowed to complete joining formalities.

Please sign and return this letter to HR, as a token of your acceptance.

Best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Trivitron Health Care Pvt. Ltd.



Chandra Ganjoo

Executive Director & Group CPO

I agree to the above terms and conditions.



Sharrvari V.

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
B-1, PULASKI, CHENNAI

Trivitron Healthcare Pvt. Ltd.

#15, IV Street, Abhiramapuram, Chennai - 600 018, India.
Ph: +91 - 44 - 2498 5060. Fax: +91 - 44 - 2498 5757 | 2467 | 2782
E-mail: gfoupmarketing@trivitron.com

www.trivitron.com



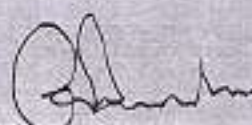
Bangalore [+91 80 4534 8988] | Delhi [+91 11 4135 4650] | Hyderabad [+91 40 6661 8910] | Kolkata [+91 33 2465 0298/0469] | Mumbai [+91 22 6661 2526/27/28, 6610 1589/90]
Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondicherry, Pune, Sri Lanka & Dubai

Annexure - II

Pay and Allowances			
Name of the Employee: Sharrvari V			
Designation: Executive - QC			
Division: Diagnostics			
Location: Chennai			
Pay and Allowances effective from DOJ			
S.NO	Particulars	Amount in rupees per month	Amount in rupees per annum
1.	Basic Pay	15,000	1,80,000
2.	House Rent Allowance	6,000	72,000
3.	Special Allowance	145	1740
4.	Gross Pay	21,145	253,740
5.	Provident Fund @ 12% on basic pay(Employer Share)	1,800	21,600
6.	Gratuity	722	8,664
7.	Total CTC	23,667	284,004
Medical Insurance coverage of INR 2 Lac for self, spouse & 2 kids			
Accidental Insurance coverage of Twice the CTC for self			



Chandra Ganjoo
Executive Director & Group CPO



Sharrvari

Trivitron Healthcare Pvt. Ltd.

#15, IV Street, Abhiramapuram, Chennai - 600 016, India.
Ph: +91 - 44 - 2490 5050, Fax: +91 - 44 - 2496 5757 | 2467 | 2782
E-mail: gfoupmarketing@trivitron.com

www.trivitron.com

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Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondicherry, Pune, Sri Lanka & Dubai

26 July 2023

Mr. Sherlin Sheeba
501 Shivtaji Chs, dawle nagar pada no 3, Thana,
400606

Your appointment as Analyst in Technology Consulting

Dear Sherlin,

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 - 600 073.**



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 disputes 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

08-08-2023.

Sherlin Sheeba

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

ATTENTION: STATIONERY UNIT
10/11/2023 10:43:03 AM
AT: 10/11/2023 10:43:03 AM



Annexure A
Illustrative compensation break-up

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

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



CGI Information Systems and Management Consultants Pvt. Ltd.
Regd. Office: e-city, Tower 2, No.85/1 & 85/2,
Electronic City, Phase I (West)
Bangalore - 560 100, India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

QN: U72200KA1990PTC019138

Personal and Confidential
17-Aug-23

Ms.Shobika R K,
19/143, Gopal Nagar,
Varadharajapuram,
Mudichur,
Chennai 600048

Dear Shobika ,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Business Analyst** and your Gross-Compensation is **INR 541,004/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

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GOWRIVAKKAM, CHENNAI 600 073.

Experience the commitment[®]



Ms.Shobika R K,

• **Base Compensation Components:**

Designation	: Associate Business Analyst	
Effective	: August 22, 2023	
Pay Components	Pay Components	Pay Components
Basic (Inclusive of D.A.)	41,500	498,000
Flexible Compensation Plan ¹	53	636
Base Compensation	41,553	498,636
Provident Fund Company Contribution	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
Gross Compensation	45,167	541,004

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- **Target Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be awarded from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP.

Note:

Flexible Compensation Plan¹: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely
For CGI Information Systems and
Management Consultants Pvt. Ltd.,

Jennifer A Mecherippady
Senior Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

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

Shobika R K 22/8/23
Signature & Date

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

Date: September 14, 2023

Private and Confidential

SHREE JANANI

No.34/45 Gangai Amman Kovil Street,
Guduvancherry,
Kancheepuram,
Tamil Nadu,
India-603202

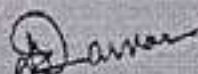
Dear Shree Janani,

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, 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.

Shree Janani
Signature of the employee

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. Kelpana
PRINCIPAL

PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
CHANNIYAKKAM, CHENNAI - 604 013

Shree Janani
Signature of the employee



Dear Shruthi M S,

Greetings from **Dvara Kshetriya Gramin Financial Services Private Ltd!!!**

We are pleased to make you an offer of appointment as Business Support Executive at Tambaram for Dvara KGFS. You are requested to join the company on 24-07-2023.

You will be entitled to a Cost to Company of Rs. 1,45,200.00 (ONE LAKH FORTY FIVE THOUSAND TWO HUNDRED ONLY) comprising the following: - Basic, HRA, Allowances, LTA and retirement benefits, which include Provident Fund and Gratuity as per company policy.

We also have tax friendly component which you may choose for exempting from TDS. This includes Car Maintenance, Attire Allowance, Professional Pursuit Allowance and other such components. These components which you choose will be carved out of the special allowance above mentioned.

In addition to this you will also be eligible for

- i) Mobile & Data card connection as per company policy
- ii) Medical Insurance for self and Family
- iii) Group Personal Accident Insurance & life insurance for self

Please confirm your acceptance by replying this mail to the undersigned. Acceptance letter and all future correspondence should be addressed to Human Resource Department.

Your appointment in the company shall be subject to the verification of the document submitted. If in case the documents submitted are fictitious and poor reference feedback received, under such circumstances your offer shall get revoked without giving you any further reason.

You are requested to kindly submit the following documents before you join the company. The appointment is subject to reference check being done by us. You are also required to send self-attested copies of the documents, as mentioned below, along with the duly-signed offer letter.

Certificates / Documents

1. Certificates:
 - a. Tenth Standard Mark Sheet and Passing
 - b. Twelve Standard Mark Sheet and Passing
 - c. Graduation Mark Sheet and Passing
 - d. Post Graduation (If any) Mark Sheet and Passing
2. Experience / Relieving Letter
3. Acknowledged Resignation Copy
4. Last 3 months Pay Slip / Proof of Last drawn salary & last 3 months bank statement
5. Photo Identification (2 Copies) (Example: PAN Card, Aadhar Card & Driving License)

We look forward having you on board!!!

Huma Tariq

Huma Tariq
Chief Human Resources Officer

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



Extramarks Education India Private Limited

9th Floor, Umiya Business Park, A-95B,
Sector 136, Noida, Gautam Budh Nagar,
Uttar Pradesh 201304

Date: 24th August, 2023

Dear Shwetha G,

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
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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073.



Extramarks Education India Private Limited
9th Floor, UTM-4 Business Park, A-95B,
Sector 136, Noida, Gautam Budh 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,

Singhkrityayan 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.

Accepted
Accepted

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



Dear Shyam Sundar V,

Greetings from Dvara Kshetriya Gramin Financial Services Private Ltd!!!

We are pleased to make you an offer of appointment as Business Support Executive at Tambaram for Dvara KGFS. You are requested to join the company on 24-07-2023.

You will be entitled to a Cost to Company of Rs. 1,45,200.00 (ONE LAKH FORTY FIVE THOUSAND TWO HUNDRED ONLY) comprising the following: - Basic, HRA, Allowances, LTA and retirement benefits, which include Provident Fund and Gratuity as per company policy.

We also have tax friendly component which you may choose for exempting from TDS. This includes Car Maintenance, Attire Allowance, Professional Pursuit Allowance and other such components. These components which you choose will be carved out of the special allowance above mentioned.

In addition to this you will also be eligible for

- i) Mobile & Data card connection as per company policy
- ii) Medical Insurance for self and Family
- iii) Group Personal Accident Insurance & life insurance for self

Please confirm your acceptance by replying this mail to the undersigned Acceptance letter and all future correspondence should be addressed to Human Resource Department.

Your appointment in the company shall be subject to the verification of the document submitted. If in case the documents submitted are fictitious and poor reference feedback received, under such circumstances your offer shall get revoked without giving you any further reason.

You are requested to kindly submit the following documents before you join the company. The appointment is subject to reference check being done by us. You are also required to send self-attested copies of the documents, as mentioned below, along with the duly-signed offer letter.

Certificates / Documents

1. Certificates:

- a. Tenth Standard Mark Sheet and Passing
- b. Twelve Standard Mark Sheet and Passing
- c. Graduation Mark Sheet and Passing
- d. Post Graduation (If any) Mark Sheet and Passing

2. Experience / Relieving Letter

3. Acknowledged Resignation Copy

4. Last 3 months Pay Slip / Proof of Last drawn salary & last 3 months bank statement

5. Photo Identification (2 Copies) (Example: PAN Card, Aadhar Card & Driving License)

We look forward having you on board!!!

Huma Tariq
Chief Human Resources Officer

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



OFFER LETTER

03rd Aug 2023

Shyamsundar V
Chennai

Dear **Shyamsundar**,

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 **07th August 2023**.

Your scheduled date of joining or commencement of employment with the Company shall be on or before **07th 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 **03rd 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

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

Annexure 1

Salary Working				
Name:	Shyamsundhar V			
Designation:	Specialist - Insurance Collections	Grade:	E1	
	Explanatory Notes	Monthly	Annual	
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
TOTAL (A)			35,663	4,27,950
STATUTORY BENEFITS (B)				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Gratuity	As per the Act		-	10,812
TOTAL (B)			1,800	32,412
TOTAL (A+B)			37,463	4,49,550
OTHER EARNINGS (C)				
Retention Bonus (MONTHLY)			3,122	37,462
Festival Bonus (ONE TIME PAYOUT)			1,561	18,731
TOTAL (C)			4,683	56,193
CONDITIONAL ALLOWANCE (D)				
Conditional Night Shift Allowance (US) # 22 days			3,300	39,600
Joining Bonus (Applicable for a window period)			-	-
TOTAL (D)			3,300	39,600
TOTAL (A+B+C+D)			45,446	5,45,343
Approximate Net Take Home Salary			40,076	
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.



INNOVATE NETWORKS

E-SERVICES PVT LTD.

Letter of Offer

1st June 2023

Name: Sibi Godwin L

Chennai

Phone no: +91 7453723779

Dear Sibi Godwin L,

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.

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

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

Email: info@innovatenetworks.com

CIN: U72400KA 2009PTC05 1984



INNOVATE NETWORKS

E-SERVICES PVT LTD.

Annexure

(Salary Break-up)

Name:	Sibi Godwin L
Designation:	Business Analyst
Location:	Bangalore
CTC – INR Per Year	4,50,000
Salary Components	INR Per Year
Basic Salary	2,25,000
*Flexiable Allowance Option	2,25,000
Total Salary(A)	4,50,000
Mediclaim, Personal accident, Term insurance benefits over and above CTC	

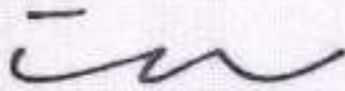
Allowance	INR Per Year	Flexiable Option Guidelines	INR Per Month
HRA	1,12,500	Maximum up to 50% of basic Salary*	9,375
Conveyance Allowance	19,200		1,600
Medical Reimbursement	15,000		1,250
Special Allowance	78,300	Balance Amount	6,525
Pf(employer Contribution)		Inr 1,800 per month	

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

Email: info@innovatenetworks.com

CIN: U72400KA 2009PTC05 1984

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: Sibiraj S
Chennai
Phone no: +91 8619582009

Dear Sibiraj 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.

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

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

Email: info@innovatenetworks.com

CIN: U72400KA 2009PTC05 1984



INNOVATE NETWORKS

E-SERVICES PVT.LTD.

Annexure

(Salary Break-up)

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

Allowance	INR Per Year	Flexible Option Guidelines	INR Per Month
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
Ef(employer Contribution)		Inr 1,800 per month	

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

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

Email: info@innovatenetworks.com

CIN: U72400KA 2009PTC05 1984

November 02, 2023

Sireesha Cholavandhan
Irumbuliyur,
West Tambaram, Chennai-600045

OFFER LETTER

Dear Sireesha Cholavandhan,

Here at Navi, we believe that a company should be measured by the quality of its people. That's why we invest significant time and resources in hiring the best.

With that in mind, it gives me great pleasure to say: Welcome Aboard!

Navi is on a mission to make financial services simple, accessible and affordable and in doing so, we hope to positively impact millions of lives.

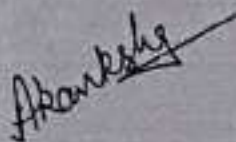
In the following pages, you will see the key terms and conditions that govern your employment and the details of your compensation and benefits.

Please note that this offer is subject to the successful completion of background and credential checks.

We look forward to a mutually rewarding, positively challenging and meaningful relationship.

We hope that this opportunity gives you the chance to do some of the best work of your life.

Sincerely,
For Navi Technologies Limited



Akanksha Chaturvedi
(Head - HR)



PRINCIPAL

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

TERMS & CONDITIONS OF EMPLOYMENT

Your employment with Navi Technologies Limited ("Company") shall be on the following terms and conditions:

JOB ASSIGNMENT

- **Joining Date:** Your date of joining will be on or before **December 07, 2023** ("Joining Date").
- **Duties:** You will be employed in the position of **Executive 2**.
- **Location:** Your initial place of posting will be Bengaluru. However, you may be posted/transferred/seconded to any other place or offices of the Company or its affiliates including other group companies, subsidiaries, joint venture companies etc., as the Company may from time to time deem necessary, either in India or abroad. On such posting, you will be governed by the terms and conditions of service applicable to the new assignment, which shall however not be in any manner detrimental to the terms and conditions applicable to you immediately prior to such transfer.
- **Transfers:** You may be transferred to the rolls of a third party as the Company may deem necessary, provided the Company shall ensure that: (i) any such transfer shall be in compliance with applicable laws; (ii) your services to the Company shall not be interrupted by and upon such transfer; (iii) your compensation package shall not be curtailed or reduced or in any manner be unfavorably affected due to such transfer; (iv) such third party shall acknowledge your continuity of service for the purpose of computation of compensation and other applicable allowances and statutory benefits; and (v) there shall be no material change in your role and responsibilities. You hereby consent to such transfer and agree to promptly execute all documents in connection herewith with the Company and/or the third party and do all such acts, deeds and things as might, in the opinion of the Company, be necessary to give full effect to the terms of the transfer, including resigning from the Company.
- **Exclusive Services:** Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment) unless otherwise agreed by the Company.

COMPENSATION & LEAVE

- **Compensation:** Your yearly total CTC, encompassing benefits and additional allowances, would amount to **Rs. 5,00,000 per annum**
- **Leave:** You will be eligible for leave as specified in the Company Leave Policy which is in force and as may be modified from time to time.

BACKGROUND & CREDENTIALS

- The Company shall be entitled to conduct background and reference checks at any time, and your employment shall always be conditional on the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, terminate your employment without any notice.
- For this purpose, you explicitly consent to independent background checks by the Company or third-parties appointed by the Company, which will include the collection and transfer of your data by the Company for purposes related to your employment and agree to take all reasonable steps the Company may seek to facilitate the same.
- You must at all times keep your manager notified of any information about you with respect to: (i) any criminal conviction that may arise (excluding traffic violations), including, without limitation, bribery or fraud; (ii) any adverse claims that may be passed by a court of law against you, or (iii) any other proceedings that will make you personally liable before a court or a tribunal.

PROBATION

- The first 90 (Ninety) days from your Joining Date, will be the period during which your suitability for the position to which you have been appointed will be assessed ("Probationary Period"). The Company reserves the right to extend your Probationary Period if in its opinion such extension is necessary. If you fail to meet the Company's criteria to the satisfaction of your manager during the Probationary Period,

S. Kishore
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE
GOWRIVAKKAM, CHENNAI 600 073.



Optum Health & Technology (India) Pvt. Ltd.

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

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20-02-2023

Siruguri Manohari,
No-47/45, 51A Raj Kamal Street, New Perunglathur,
Chennai, Tamil Nadu, 600063.

Dear Siruguri Manohari,

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 - MCC 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 20-06-2023. 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

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CIN: U74910KA2035PTC036515, Phone +91 80 4267 300 Email: hr@optum.com, Website www.optum.com

P. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE



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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 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 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.

Sincerely Manohari, 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: 20/6/2023

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

CIN: U74910KA2505PTG035515; Phone +91 80 4257300 Email: contact@optum.com Website: www.optum.com

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