

Appointment Order

Ref: No: QCD/22-23\SPAC\01.07.2022

To

Mr. T.Nandhakumar

2/16, Govindhapuram (via),

Kasinayakkan Patti – PO,

Tirupattur – Dt.

Cell :8971697795

Dear. T.Nandhakumar This has reference to your application dt 04.06.2022 and the subsequent interview you had with us we are pleased to offer you an appointment as details below.

Designation	Trainee - Chemist
Date of Joining	01.07.2022
Salary	Rs.10,000/-

The other terms and conditions of employment will be as follows:

1. You are requested to submit Medical Fitness Certificate issued by a Registered Medical Practitioner, without which you will not be allowed to report or join duty.
2. Based on your designation /Position, it is compulsory to give minimum 1 month notice in case you want to resign. Under no circumstances, you will be relieved before the expiry of the applicable notice period.
3. Return the copy of this appointment order duly signed as token of having accepted the appointment order and terms and conditions mentioned therein.
4. Initially you will be on probation for a period of 6 months from the date of joining which may be further extended at the sole discretion of the management without assigning any reason. You will be deemed to be on probation till such time you receive a letter of confirmation in writing from the management. During probation period (initial or extended) you will not be entitled to any allowances or benefits applicable to Permanent/Regular employees of your category

With best wishes,

For SPAC Starch Products (India) Private Ltd.,

Human Resource Department



JOVEE HUMAN SOLUTIONS PVT LTD

(Contract Labour (Regulation & Abolition) Central Rules Form XXXVIII See Rule 7B(1)(b))

Location-TN		Wages for the month		NOV	2022		
Emp No.	CL2100518	Employee Name	MONISHA SENMOORTHY		DOJ	8/18/2022	
EARNINGS		Amount (Rs.)		DEDUCTIONS		AMOUNT(Rs.)	
						WAGE DAYS	
Basic Salary		6714		E.P.F	1691	Work Days	23
Dearness Allowance		5823		E.S.I	108	Holidays	1
Attendance Bonus		250		Professional Tax	208	Paid Days	24
Shift Allowance		1000		Meals Deduction	115	OT Hrs	0
OT Amount		0		Dorm Deduction	0	El Balance Days	0
Other Allowance		554		Other Deduction	0	A- Shift days	8
Management Allowance		0		ID Card Deduction	0	B- Shift days	6
Stay Allowance		0				C- Shift days	9
Earned Leave Encashment		0				Seal	
Referral Bonus		0					
Arrear Referral Bonus - Oct		0					
Total Earnings (A)		14341		Total Deductions(B)	2122		
Net Pay(A-B)		12219		Net Pay Amount has been credited in your Bank A/C No.			

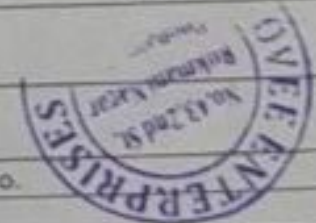
Details of Pending Dues

Paydays	Pay days Amount (1)	OT Hrs	OT Amount (2)	Shift Allow(3)	Att .Bonus(4)	Total Amount (1)+(2)+(3)+(4)
0.00	0.00	0.00	0.00	0.00	0.00	0.00

Bank & Statutory Details

A/c No.	6357293815	Bank Name	INDIAN BAK	Branch IFSC	IDIB000G048
ESI IP No.	5133604902		PF UAN No.	101854931410	

Thanks for Your Hard work



SALARY DETAILS

Name: Sneha Chakaravarthi

Designation: Graduate Trainee

Department : API 1

Location: Jigani 1

	Salary Description	Per Month	Per Annum
A	Monthly		
	Basic	12,159	1,45,902
	HRA	4,873	58,476
	Total A	17,032	2,04,378
B	Annual		
	Bonus / Exgratia	1,400	16,800
	Total B	1,400	16,800
C	Medical Claim Premium	358	4,296
	CO .P F Contribution	1,459	17,508
	Gratuity	585	7,018
	Total C	2,402	28,822
	Total CTC	20,834	2,50,000
All above payments are subject to deduction of Income Tax as applicable			
Your coverage is as per the provisions of Group Mediclaim Policy			
Your coverage is as per the provisions of Group Personal Accident Policy which is 10 times of your Annual Gross compensation			
Your coverage is as per the provisions of Group Term Insurance which is a sum of 20 Lac rupees (apart from the Compensation earned)			

HIKAL



Praveenkumar Murugavel

Emp. Code: 32749

Blood Group: O+ve

Date of Birth: 17 / 05 / 2002

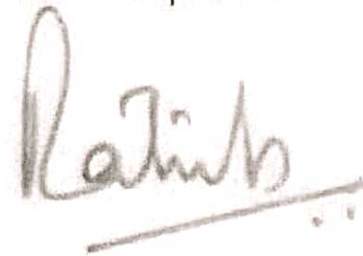
Date of Joining: 07 / 11 / 2022

Hikal Ltd.

Instructions:

1. This card should be displayed while on duty
2. This card should be produced on demand
3. Loss of this card should be reported to the Administration Department immediately

Issuing Authority:


Ratna

82/A, KIADB Indl. Area, Jigani,
Anekal Taluk, Bangalore - 560 105.

Tel. : +91-80-6177 1100

Emergency No. (Office) : +91-95135 51597

Emergency No. (Home) : +91-73384 39418



Delta Electronics India Private Limited
Special Economic Zone, Krishnagiri Dist, Tamil Nadu.



IDENTITY CARD

Serial No. : 1239
Date of Issue : 07-07-2022
Employee ID : 87216647
Valid Upto : 26-03-2025
Name of the Unit : Delta Electronics India Pvt Ltd

Name of the pass Holder : R Divya

Signature of Development Commissioner / Specified Officer / A





SNEHA.P

60495492



Reliance SMSL Limited

EC NO : 60495492

DOB : 22/02/2002

DOJ : 03/09/2022

Height : 154

**ID Mark : Scar on left
eyebrow**

Blood Group : B. +

Signature of the Card Holder

CHENRAYAN ENTERPRISES Auto Bandsaw Unit Plot No.6, Rajeshwari Layout, Govindha Agraharam, SIPCOT Phase-1, HOSUR-635126. Cell:+91 9626623550 Email:chenrayanenterprises@gmail.com	Vendor Code No: GSTIN: 33DDAPM8029R1Z1 State: Tamilnadu State Code:33
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OFFER LETTER

Date: 01/10/2022

To

Mr. Gopi. R, S/o Rajagopal,
4/21 Konerikuppam Pudur, Pullaneri Post,
Natamapalli Taluk, Tirupattur District-635851.
Phone No: 7824931801.

Sub: Offer Letter

Dear **Gopi R**,

We are pleased to offer you the post of Sales Executive.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for six months.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

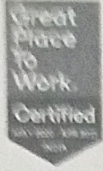
If you have any question, please clarify from the undersigned.

With regards,



[Chenrayan Enterprises](#)

Mr Mani,
10/b, Pvr Complex, Rajevshari Layout, Hosur, Tamil Nadu, 635126, India.



HİKAL

HL/Off/Jigani Unit 1/ST/2022-2023

13/08/2022

Mr. Suresh T
S/O Thirupathi , No.165,Kulanthi Gounder Nagar ,
Pudhukottai ,Tirupattur ,Madapalli
Vellore
Tamil Nadu
IN
635602

Dear Suresh,

With reference to your application for employment and the subsequent discussion you had with us, we are pleased to offer you the position of **Graduate Trainee** at our **Jigani Unit 1** located at **82/A, KIADB Indl. Area, BANGALORE-560105, INDIA** on the following terms and conditions:

1. Your total fixed emoluments will be **Rs. 2,50,000** per annum (all inclusive).
2. Your appointment will be subject to your medical fitness duly certified by the company referred Medical Officer and on the verification of your certificates/ testimonials.
3. You will join our services as early as possible but not later than **16/08/2022**.
4. The detailed letter of appointment giving break-up of your salary and the description of your service conditions will be issued to you on your joining our services.
5. Your engagement on training will be for a period of **12 Month** from the date you will start reporting at our office and thereafter depending upon your performance, you may be taken on probation.
6. Subsequently upon confirmation, if you are desirous of leaving our services, or if your services are terminated by the Company, the same shall be done by serving 90 days' notice or payment in lieu thereof, on either side.

Kindly sign and return the duplicate copy of this letter in token of your acceptance of the said offer and terms thereof.

Yours faithfully,
For Hikal Limited

Sanchit Sinha
Senior General Manager – Corporate HR

Agreed & Accepted
Suresh T
Date: 13.08.2022

Hikal Ltd.

Admin. Office: Great Eastern Chambers, Sector 11, CBD Belapur, Navi Mumbai - 400 614, India. Tel.: +91-22-3097 3100. Fax: +91-22-2757 4277

Regd. Office: 717, Maker Chamber - 5, Nariman Point, Mumbai – 400 021, India. Tel.: +91-22-3926 7100, +91-22-6277 0477. Fax: +91-22-2283 3913

www.hikal.com info@hikal.com CIN: L24200MH 1 988PTC048028



MRF



Githandiran Govindhan

Employee No.: 625951

G. Githandiran

Card Holder Signature

MRF Limited Reg. No. : VR1457

**Arakkonam - Tiruthani Road, Ichiputhur, Arakkonam - 631003.
Tel : 044 - 27885491**



**MANAPPURAM
FINANCE LIMITED**

Make Life Easy

SATHISH K



Employee Code :1-394922

MD & CEO

Corporate Office :-

IV/470A (Old) W/638 (New), Manappuram House,
Valapad, Thrissur, Kerala - 680 567

preludeSYS

IMPLICIT KNOWLEDGE



Ramya S

Emp. ID: 4843



Panneerselvam M

F45158





**GOVERNMENT OF INDIA
DEPARTMENT OF POSTS**



**TAMILNADU CIRCLE
TIRUPATTUR DIVISION TIRUPATTUR - 635 601**

IDENTITY CARD



Name : S.CHANDRIKA
S/o : Sambath
Designation : GDS ABPM-Ambur S-O
Date of Birth : 21.06.2002

Signature

**Supdt of Post Office
Tirupathur**

Sundaram Auto Components Ltd.

Plastics Division . Regn : KG 126

Belagondapalli, Hosur - 635114. Ph:04347-233445.

NAME



: DIVYA B

Father/Spous

: BABU K

E.NO.

: 6307547

DEPT

: Hosur-PRODUCTION

D.O.B

: 01.0

D.O.J

: 22.11.2022

Designation

: NEEM Trainee

Issuing Authority

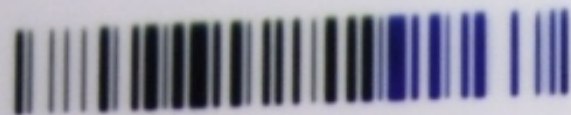
Signature of Holder

CUBE ENTERPRISES



NANDHINI S

CL2200176



Nandhini S
Authorised Signatory

Contractor office
99/44, East Raja Street, Karichipuram,
Tamil Nadu-631502

Request letter

27.12.2022

Vaniyambadi

From :

S. Sowmya (BU190245),
Dept of Mathematics, (Shift I)
Sacred Heart college (Autonomous),
Traupattur.

To :

the Additional Principal,
Sacred Heart College (Autonomous),
Traupattur.

Respected Father,

As I am Sowmya, I completed my UG(Maths)
(2019-2022) Batch. Now I am working in Panchayat
Union Matriculation School, Chinnakallupalli, Vaniyambadi.
(Traupattur District) as a teacher temporarily. For
my convocation process, I got my H.M. Teacher sign
for your reference. kindly accept my request.

For Your Reference : 9787106076

Yours obediently

S. Sowmya

011.5
தலைமையாசிரியர்
இ. ச. நெடுமலை பதிர்
சீமா கல்லூரி
வாழ்ப்பா - (P.O.) 635 751
வாழ்கவழி

JOB OFFER LETTER


Miss. Shamira,

We are happy to offer you the position of Data Analyst at our company. We hope your knowledge, experience, and skills will be instrumental to our organization.

This offer is valid till November 30, 2022. If you are interested in taking our job offer, please join us at our office in the HR Department, along with the following documents.

- Copies of academic records.
- Degrees and transcripts.
- Experience letter from the previous employer.

Sincerely,



Siraj Rasul

General Manager

To,

Mr. Yuvarajan S
yuvasampath2002@gmail.com
Ph: 6369374856

Date: 22-Nov-2022

Dear Mr. Yuvarajan S,

With reference to your application we are pleased to offer you the position of " **Consultant – Digitalization Project** " with ANP Abhyas Private limited with effect from **28th November, 2022**.

Term :

The contract period is for 3 months from the Date of Joining. The same may be extended / terminated or converted into full time employment based on your performance and management decision.

Compensation:

You will be receiving a monthly compensation of **Rs. 8,000/-**. This includes all benefits and incentives. Deductions as per statutory requirements will be made and deposited with the appropriate authorities in your name. You will be responsible to pay all applicable taxes on the above compensation. Such deductions will be made from your wages directly by the company.

Position and Duties:

Your duties shall be assigned to you from time to time by your Team lead / Manager or any other person deputed by them and may differ from the duties communicated at the time of this offer.

Location of Work:

Your place of employment will be in Bangalore, Karnataka, India. You are required to work daily for a minimum of 9 hours from Monday thru Saturday. For the time being it will be WFH (work from home) project till further notice.

Joining documents:

- a) Please report to the HR & Admin Manager / Team Manager on the day of your joining at 10.00 am.
- b) You are requested to carry the following documents in original at the time of joining for verification and a photocopy of the same for submission:
 1. Academic Certificates & marks sheets.
 2. Passport size photographs – 3 nos.
 3. Bank statement / passbook copy.
 4. ID & Address proof.
 5. Relieving letter / work experience / Pay slip of the previous employer (if applicable)

Leaves:

You shall be entitled to customary legal holidays observed by ANP Abhyas Private Limited. You are supposed to take formal permissions from your group head in case of any emergency leave. Leaves taken without permission will be considered as Loss of Pay.

Start Date:

The offer is subject to verification of your documents requested in the Joining documents paragraph and your acceptance of the terms of employment as stated in this letter. Your start date under this letter of offer is indicated in the next page. Please acknowledge this letter by signing the copy of the letter along with the date.

Confidentiality:

As part of your employment with ANP Abhyas Private Limited, you will acquire or develop confidential and proprietary information concerning ANP Abhyas Private Limited and its dealings with its customers and employees. You will also develop relationships of special trust and confidence with customers and employees of ANP Abhyas- collectively referred as 'Confidential Matter'. You agree that such confidential matter is for the Company's exclusive benefit and that both during your employment and at all times thereafter; you will not directly or indirectly use or disclose any confidential matter except for the sole benefit or with written consent of ANP Abhyas Private Limited and its group companies. You may also be required to sign a separate Non Disclosure and Confidentiality agreement with customers of ANP Abhyas Private Limited.

Duration and Termination of Assignment:

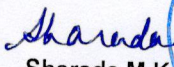
In case of conduct, attitude, non-performance and any other activities the company at its sole discretion can terminate your services immediately without notice. In case you voluntarily decide to terminate your employment with ANP Abhyas Private Limited, you need to give a notice of a minimum period of ONE Month (1 month) for your termination. If you fail to serve such notice in writing, you agree to pay to ANP Abhyas Private Limited wages equivalent to the un-served portion of the One Month notice period.

Conditions of Offer:

This offer is being made subject to the condition that you strictly maintain the secrecy of and not divulge or communicate in any manner; any information regarding remuneration/terms of employment or the fees ANP Abhyas Private Limited charges its customers, to any persons other than your immediate supervisor at ANP Abhyas Private Limited. Any such disclosure would cause this offer to be revoked.

Miscellaneous:

This appointment shall be governed by and construed in accordance with the laws of the Government of India. We welcome you and look forward to you having a successful career at ANP Abhyas Private Limited.


Sharada M K
Director



Acceptance of Offer:

I have read and understood the company's rules of conduct and hereby accept this offer of employment.

Candidate Name

Signature

Offer Enrolment Date

Joining Date

11 January 2023

To,

Mr. DhilipKumar K

1/10, Nariyaneri, Tirupattur,

Vellore - 635901

Subject: Appointment for the Post of “Desktop Support Engineer”

Dear Mr. Dhilipkumar K

We are pleased to offer you, the position of “Executive” with Balbhas Business Sysnomics Pvt Ltd (the ‘Company’) on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 11 January 2023.

2. Job title

Your job title will be “Desktop Support Engineer”, and you will be reporting to Mr. Thiagarajan SP, Business Head of, Balbhas Business Sysnomics Pvt. Ltd.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Chennai, Tamilnadu. You may however be required to work at any place of business which the Company has or may later acquire.

5. Hours of Work

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be monitored by Balbhas and it will be considered for the payroll processing.

6. Leave/Holidays

6.1 You are entitled to casual leave of 1 day in a month during probation period.

6.2 The Company shall notify a list of declared holidays in the beginning of each year.

7. Job Nature:

First Six months of the Job will be considered as Probation Period. It will be confirmed based on the performance and capability demonstration or probation will be extended.

8. Nature of duties

The position description which prescribes your duties and other requirements of your employment is attached herewith and is part of this contract of engagement. At Balbhas, it is necessary for us to respond to needs and workloads across the organization. Therefore, we need to remain flexible and work as a team, and in line with this, you may be asked to assist in other areas, vary your working times (including reasonable overtime) and/or perform other tasks which are consistent with your skills and abilities.

9. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Borrowing/accepting gifts

11. You will not borrow or accept any money, gift, reward, or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

11. Termination

11.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1-month prior notice in writing or salary in lieu thereof. To this clause, salary shall mean basic salary.

11.2 You may terminate your employment with the Company, without any cause, by giving not less than 1 month prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

11.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

11.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

11.5 Your employment with Balbhas will be confirmed on Successful completion of background checks (Receipt of Clear Green BGV Report). If there are any discrepancies or insufficiencies or unfavorable things during the BGV is found to be RED for any reason, your employment with us will be terminated and the company would not be liable to make any payment to the employee

12. Confidential Information

12.1 During your employment with the Company you will devote your whole time, attention, and skill to the best of your ability for its business. You shall not, directly, or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in

any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

12.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means, and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about

the Company's business and that of its customers which is not available to the public and which may be learn by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records, and other documents containing such Confidential Information.

12.3 At no time, will you remove any Confidential Information from the office without permission.

12.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

12.5 Breach of the conditions of this clause will render you liable to summary dismissal under the clause mentioned above in addition to any other remedy the Company may have against you in law.

13. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

14. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Chennai high court, Tamilnadu only.

16. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Sincerely,

For Balbhas Business Sysnomics Pvt Ltd,



Subramani S.

Human Resource - Manager

Schedule I – Compensation Details

COMPENSATION PACKAGE		
Name	Dhilipkumar K	
Grade	B1	
Designation	Executive	
Job Category	Desktop Support Engineer	
Location	Chennai	
	Per Month	Per Annum
Basic	7,800.00	93,600.00
HRA	4,600.00	55,200.00
Conveyance Allowance	3,100.00	37,200.00
Gross Salary (A)	15,500.00	186,000.00
COMPANY CONTRIBUTION		
Provident Fund of Employer	1,308.00	15,696.00
ESI Contribution of Employer	504.00	6,048.00
Total Company Contribution(B)	1,812.00	21,744.00
Total (A+B)	17,312.00	207,744.00
Total CTC (A+B)	17,312.00	207,744.00

Note:

1. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the basic salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this account.
2. Details of the compensation package are strictly confidential between you and the company: and are not liable for any disclosure to any third party without the Company's formal consent.
3. All allowances are included in the salary.
4. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee.

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.



Prathip Rao

Role : **Cce**

Industry : **AUTOMATIVE**

Company : **Conneqt**

Onboarding Id : **CONNEQTSep202
2_000636**

Reference No. : **332301**

Status : **Completed**



9342329353



Hyderabad(b)

RS HR Team

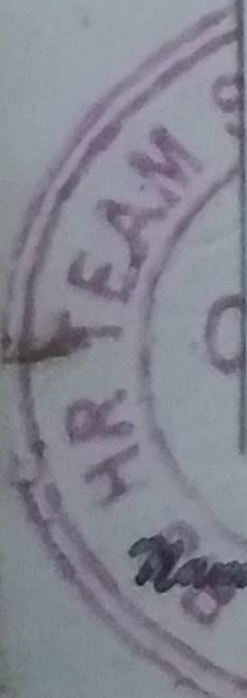
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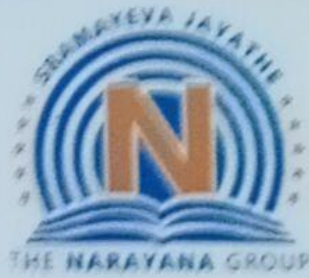


Name: Dilip Kumar

Designation: MH

Mobile No: 6374618401





NANDA KUMAR R.

Employee Id :1208-00096

Blood Group:A+

Segment :SCHOOL

Branch :CHE-VLR

Location :VELLORE

Emergency Contact No: 9629800919


agshealth
revenue cycle *reimagined*



Venkatesan Raman

Employee Code: R32428

Blood Group: B+ve

AGS Health Pvt Ltd., 05-02, Tidel Park, Chennai -600113

Ph:+91 44 4510 4520

www.agshealth.com



WORK PERMIT

Employment of Foreign Manpower Act (Chapter 91A)
Republic of Singapore

Employer

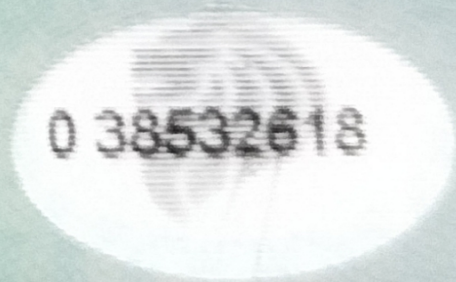
ANG BROTHERS (M&E) PTE. LTD.

Name

SANKARAN VELMURUGAN

Work Permit No.
0 38532618

Sector:
CONSTRUCTION



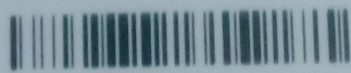
K3025678

**SS
ENTERPRISES**



NISHA KANNAN

CL9002348



Authorised Signatory

Contractor office
2nd Floor, New No.30, 1st Main Road,
West Shenoy Nagar, Chennai-600030

M/S. SRI SAI CHARAN INDUSTRIES

Specialist In : Milling, Turning & Surface Grinding
We Undertake All Kinds of Fixtures, Tool Die & Tooling Job Works

No. 21/8B, Anumepalli, Begapalli Road, Sipcot-1, HOSUR - 635 126.

E-mail : srisaicharanindustries9@gmail.com

Ref :

Date : 20/09/2022

Letter of Appointment

Name: Rajasekar S

Address: 713, Kuppanatham, Chengam – TK, Tiruvannamalai Dist – 606710.

Dear Rajasekar S,

We refer to your recent interview for the above position and placed to inform that we are offering you the position with our company effective from (01/10/2022) under the following terms and conditions:

- **Salary:** The salary offered to the candidate during the interview
- **Probationary Period:** The probationary period need to be served by the candidate, after joining the job
- **Working hours:** The working hours to be followed by the employee, Monday to Saturday working, (Sunday Off), lunch Break (1:00 pm to 1:30 pm)
- **Leave policy:** Mention number of leaves granted per year. Details of sick leave, maternal leave, paternal leave, etc.
- **Notice period clause:** If the employee desire to leave the company, he needs to serve the notice period as per stated by the present company in the appointment letter

(RAJASEKAR S)

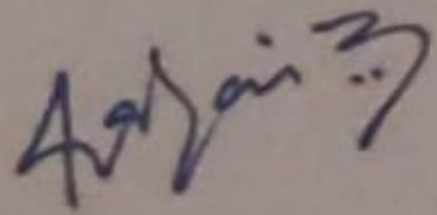
Signature



19/12/2022



This is to certify that Swetha S is a student of NTA NET online coaching classes of our institution. NTA NET is the exam conducted on behalf of University Grants Commission (UGC) for determining the eligibility of Indian nationals for the post of Assistant Professorship, Junior Research Fellowship or both, Indian Universities and Colleges. The duration of her online coaching classes from the institute is from 17th October 2022 till 30th April 2023.



Dr. Kalyani Vallath
Director
Vallaths Total English Solutions

04179-222760

Cell : 9080514760

9566057827



J.H. NET PARK

#71/4, Palani Samy Road, Via. D.B. Center,
Tirupattur-635601, Vlr. Dt.

Date...1/01/2023

1
With referance to your application
for appointment and subsequent
Interview, we are pleased to offer you
the position "System Operator" on the
term's and condition's given in the
Succeeding para's.



[Priyadharshini.S]

JH NET PARK
#71/4, Palanisamy Road,
D.B. Center Way,
Tirupattur-635 601, Vellore Dt. (TN)
Cell: 9080514760

e-mail : apjnetpark0786@gmail.com

HFRL



UNO MINDA

DRIVING THE NEW



Nehru P

Designation : APPRENTICE
Department : Purchase
Mobile No : 6379736494
Emp NO : 33032572



SHRI CHENNAI MINES

S.F. 213/1,Aalur Village,Buckasagaram Post,HOSUR-635109

Date: 12.11.2022

To

The manager,
Shri chennai mines,
Aalur Village,
Buckasagaram Post,
HOSUR-635109.

Sub: Joining letter for the position of ACCOUNTS.

Dear Sir/Madam,

This letter is in response to your job offer letter dated 12/11/2022,
I am glad to accept your job opportunity for the position of ACCOUNTS at the SHRI CHENNAI MINES.
I will be joining the job from 14/11/2022.

Kindly let me know if you need any further information.
Looking forward to working with you.

Thanking you.
Sincerely,
Samundeeswaran.A
Mobile:8778533531

For SHRI CHENNAI MINES

Authorised signatory



MRF



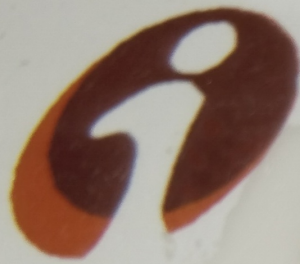
Sarankumar Sundaramoorthi

Employee No.: 625952

Card Holder Signature

MRF Limited Reg. No. : VR1457

Arakkonam - Tiruthani Road, Ichiputhur, Arakkonam - 631003.
Tel : 044 - 27885491



ICICI Bank

Vinodhini K

Employee No. : 0036127

[Handwritten signature]

Issuing Authority



MICRO LABS LTD., UNIT - III

92 ,SIPCOT, HOSUR - 635126. KNG 12269

PaySlip for the month of December, 2022 (FORM 25 - B)

Name : SEDHURAGAVAN S Employee No. : 130139
F/H Name : SRIRAM ESI No. :
Designation : APPRENTICE PF No. :
Joining Date : 30/09/2022

Working Days : 31.00 Days Worked : 28.00 L.O.P. Days : 3.00 ARR.DAYS : 0.00

	Rates	Earnings	Deductions	
BASIC :	0.00	0.00		
HRA :	0.00	0.00	ESIC :	85.00
CONV :	0.00	0.00	Canteen :	320.00
EDN.ALLW. :	0.00	0.00		
STIPEND :	12,500.00	11,290.00	LWF :	20.00
Total	:12,500.00	11,290.00	425.00	Net Salary : 10865.00

	EL	CL	SL	CO
Opening	0.00	0.00	0.00	0.00
Closing	0.00	0.00	0.00	0.00



July 26, 2022

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

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

Dear Parthiban K,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Name & Address of Establishment in / under which contract is carried on :

Name & Address of Principal Employer :

33 A 122 Kesava rethi
Street. S. Kodiyur. Jolarpet
Tirupattur

Emergency Contact Details:-

Personal Number : 8056899783

Employee Blood Group : B+

Employee's Sign: S. Tharani

INSTRUCTIONS

1. Identity card must be carried / displayed while on duty and produced on demand for inspection.
2. This I-card is non-transferrable and must be surrendered immediately upon cessation of employment.
3. Loss / Theft must be reported to the issuing authority immediately.
4. A charge will be levied for the replacement of the card. If found, please return to address on the reverse

CASA GRANDE
PropCare

Facilities Managed, Peace Delivered.
Employment / Identity Card

Form X & Rule No. 57 / Form XIV & Rule No. 75



Name

S. Thayani

Sr. No./Emp. Code :

Designation

DOB

21/06/2002 Sex F

Department

RSS Support

Joining Date

31/3/2023

Wage Period

Wage Rate:

Authorised Signatory

Casagrand Propcare Private Limited

40/108 Shivani Towers, 2nd Floor, ECR,
Thiruvananthapuram, Chennai- 600 045. Tel: 044 49522800

Hi ROHIT. D,

We welcome you to the GETster.TECH team!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for an internship/employment in this company.

The terms of engagement are as follows:

Reporting Time: 10:00 AM daily

Period of Engagement: 3months

Internship Allowance: Bachelor's accommodation and Food will be provided free of cost during the training period.

You will be working at our office located at JR plaza, Tank Street, First Floor - Hosur from after the semester exam.

Approved trainees will be Employed on 3 years contract. Salaries will depend on skills of the trainees and will range from 2.0 to 4.0 lakhs per annum.

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

With regards,

Santhosh Kumar N
HR & Software Developer



July 28, 2022

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

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

Dear Dev Anand,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

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

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

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

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

3. Appointment details:

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

4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.

- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective

of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Dev Anand, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro’s WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : [.NET-FS](#)

Location Preferences 1 : [Bangalore](#)

Skill Preferences 2 : [JAVA-J2EE](#)

Location Preferences 2 : [Chennai](#)

Skill Preferences 3 : [DAAI -Cloud & Digital Database](#)

Location Preferences 3 : [Coimbatore](#)

Accept Decline

Signature [Dev Anand 28/7/2022 3:35 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

25177416



19-May-2022

Dear Thejesh M,
BCA, Computer Application
Sacred Heart College, Tirupattur

Candidate ID – 21318109

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Thejesh M

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thorapakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Thejesh M, 20, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Thejesh M

Sign: _____
Name:

Sign: _____
Date:

TeamLease Services Limited

Ascent Building , # 77,Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.

Pay Slip for the month of December 2022

Emp No : 2623266 DOB : 11 Feb 2000
Name : KENS IGNASY DOJ : 31 Oct 2022
PF No : BG/BNG/0035224/000/6556224 PAN NO : HGKPK2866K
Bank Acc No : 39676609753 Bank/Pay Mode : SBI
UAN Number : 101896021023 IFSC Code : SBIN0005969
Location : Bangalore City H.O Designation : Officer Sales
LOP : 0 DaysInMonth : 31
WORKDAYS : 31 DHealth Card No :
ESIC No. : 5042664640

Earnings	Rs.	Deduction	Rs.
Adv Against Annual Stat Bonus	1248	Employee ESI Contribution	126
Basic	11203	Employee LWF	20
House Rent Allowance	5549	Employee PF Contribution	1344
		Professional Tax	200
Total Earnings	18000	Total Deduction	1690
Reimbursement :	0		
Net Pay :			16310
In Words :			Sixteen Thousand Three Hundred Ten rupees

Dear Associate We thank you for being part of TeamLease family! Now you can help others looking for job - Ask your friends & family members to visit our nearest TeamLease office to submit their resume OR send email to 3000jobs@teamlease.com So Hurry!

Disclaimer: As per S/206AA of income Tax Act TDS @ 20% will be deducted if PAN is not provided for those whose salary is taxable. No refund of TDS will be made once TDS is deducted.

Mail your queries to info@teamlease.com with Name & Employee ID OR Call our **Employee Contact Center 6000655**, prefix the nearest TeamLease office location STD code

Contact Center **Time 8 Am to 8 Pm** Monday to Saturday (excluding general holidays)

Good Health Plan Ltd , Insurance Helpline : 1800 4253232 / 18604253232 or Visit <http://www.ghpltpa.com>

Important: Please call/ mail us with your latest Mobile number and Email id to avoid missing out on important communications.

Note: PT for Maharastra in February; Madhya Pradesh and Orissa in March will vary.

Please complete the online mandatory training programme on Prevention of Sexual Harassment (POSH). The link to attend the programme is given here. If you have already completed the programme successfully, please ignore this message

Link : <https://tlconnect.teamlease.com/Learning>

This is a computer generated pay slip, No signature is required

Scan this QR code to download our Mobile App



**SCHWING Stetter (India) Pvt Ltd
Operator Training School (OTS)**

CIN: U45309TN1998PTC046270



Certificate

This Certificate is awarded to Ruban Prem Kumar Y
on this day, on his completion of the
"Concrete Batching Plant Operator"

Training course conducted at the
SCHWING Stetter (India) Operator Training School.

The Course was held between 03.11.2022 to 30.11.2022

During the Training period, he has gained proficiency in the
Operation and Maintenance of Concrete Batching Plant.

OTS Course Registration No : SSI/OTS/Plant-ope/0002131

This Certificate issue date : 30.11.2022

Place: Schwing Stetter OTS : Irungattukottai, Tamil Nadu

(Baskarbabu S)

Head - OTS
SCHWING Stetter (India)
Private Limited

(V.G. Sakthikumar)

Managing Director
SCHWING Stetter (India)
Private Limited

Regd., Corporate Office & Works:

F71, Sipcot Industrial Park, Irungattukottai
Sriperumpudur Taluk, Kancheepuram,
Tamilnadu - 602117.

Global Manufacturing Hub

Plot No. A-8, Phase II, SIPCOT Industrial
Complex, Kunnavakkam Village, Cheyyar Taluk,
Tiruvannamalai District - 631701, Tamilnadu



TR / F / 19



19-May-2022

Dear Yukesh R,
BCA, Computer Application
Sacred Heart College, Tirupattur

Candidate ID – 21318090

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Yukesh R

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Yukesh R, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Yukesh R

Sign: _____
Name:

Sign: _____
Date:



GETster.TECH
JR Plaza, 1st Floor, Tank Street
Hosur – 635109, India.

Hi VIYANI SELVA J,

We welcome you to the GETster.TECH team!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for an internship/employment in this company.

The terms of engagement are as follows:

Reporting Time: 10:00 AM daily

Period of Engagement: 3months

Internship Allowance: Bachelor's accommodation and Food will be provided free of cost during the training period.

You will be working at our office located at JR plaza, Tank Street, First Floor - Hosur from after the semester exam.

Approved trainees will be Employed on 3 years contract. Salaries will depend on skills of the trainees and will range from 2.0 to 4.0 lakhs per annum.

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

With regards,

Santhosh Kumar N
HR & Software Developer



Hi THILEEP S,

We welcome you to the GETster.TECH team!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for an internship/employment in this company.

The terms of engagement are as follows:

Reporting Time: 10:00 AM daily

Period of Engagement: 3months

Internship Allowance: Bachelor's accommodation and Food will be provided free of cost during the training period.

You will be working at our office located at JR plaza, Tank Street, First Floor - Hosur from after the semester exam.

Approved trainees will be Employed on 3 years contract. Salaries will depend on skills of the trainees and will range from 2.0 to 4.0 lakhs per annum.

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

With regards,

Santhosh Kumar N
HR & Software Developer



October 13th, 2022

K. Swathi
556, Thillai Nagar
Tirupattur.

Dear Swathi

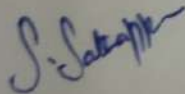
SUB: SHINE Program – Pearltri Foundation – Letter of Intent Reg.

We are happy to let you know that we are impressed with your credentials and welcome you to be part of our SHINE program. SHINE is a 4 Month full time skill development training program by Pearltri Foundation in association with Universal Higher Education Trust to help rural youth launch successful careers in the Information Technology Sector.

The SHINE program will be held in Vellore Institute of Technology campus for a period of Four months and is expected to start by the first week of November 2022. The total stipend during the training period will be INR 5,000 Per Month. On successful completion of this training, you will be provided with a Certificate of Completion and provided assistance to find suitable employment opportunities.

Your acceptance to SHINE program is contingent upon your acceptance of this letter of intent. We once again welcome you to share a challenging and mutually rewarding experience with SHINE program. Please return the duplicate of this letter duly signed by you.

For Pearltri Foundation



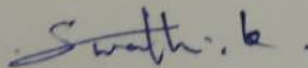
S. Sathappan
Trustee

Sathappan.s@pearltri.org



I hereby provide my consent to join SHINE program.

Signature



Name

: K. Swathi

Date

: 18/10/2022

Pearltri Foundation
Old No.4, New No.7
II Trust Link Road
Mandaveli, Chennai-600028
Tamil Nadu, India
Tel: +91-44-67404000

www.pearltri.org

Hi BASKAR RAJ.S,

We welcome you to the GETster.TECH team!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for an internship/employment in this company.

The terms of engagement are as follows:

Reporting Time: 10:00 AM daily

Period of Engagement: 3months

Internship Allowance: Bachelor's accommodation and Food will be provided free of cost during the training period.

You will be working at our office located at JR plaza, Tank Street, First Floor - Hosur from after the semester exam.

Approved trainees will be Employed on 3 years contract. Salaries will depend on skills of the trainees and will range from 2.0 to 4.0 lakhs per annum.

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

With regards,

Santhosh Kumar N
HR & Software Developer

Hi AROCKIA DASS.S,

We welcome you to the GETster.TECH team!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for an internship/employment in this company.

The terms of engagement are as follows:

Reporting Time: 10:00 AM daily

Period of Engagement: 3months

Internship Allowance: Bachelor's accommodation and Food will be provided free of cost during the training period.

You will be working at our office located at JR plaza, Tank Street, First Floor - Hosur from after the semester exam.

Approved trainees will be Employed on 3 years contract. Salaries will depend on skills of the trainees and will range from 2.0 to 4.0 lakhs per annum.

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

With regards,

Santhosh Kumar N
HR & Software Developer



SourceHOV

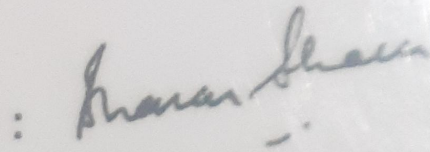
PEOPLE | KNOWLEDGE | INNOVATION



PRABHAGARAN

V PRABHAGARAN

Authorised
Signature :



BHAVANA SHARMA

Hi JOYS. S,

We welcome you to the GETster.TECH team!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for an internship/employment in this company.

The terms of engagement are as follows:

Reporting Time: 10:00 AM daily

Period of Engagement: 3months

Internship Allowance: Bachelor's accommodation and Food will be provided free of cost during the training period.

You will be working at our office located at JR plaza, Tank Street, First Floor - Hosur from after the semester exam.

Approved trainees will be Employed on 3 years contract. Salaries will depend on skills of the trainees and will range from 2.0 to 4.0 lakhs per annum.

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

With regards,

Santhosh Kumar N
HR & Software Developer



Hi STEPHEN RAJ A,

We welcome you to the GETster.TECH team!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for an internship/employment in this company.

The terms of engagement are as follows:

Reporting Time: 10:00 AM daily

Period of Engagement: 3months

Internship Allowance: Bachelor's accommodation and Food will be provided free of cost during the training period.

You will be working at our office located at JR plaza, Tank Street, First Floor - Hosur from after the semester exam.

Approved trainees will be Employed on 3 years contract. Salaries will depend on skills of the trainees and will range from 2.0 to 4.0 lakhs per annum.

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

With regards,

Santhosh Kumar N
HR & Software Developer



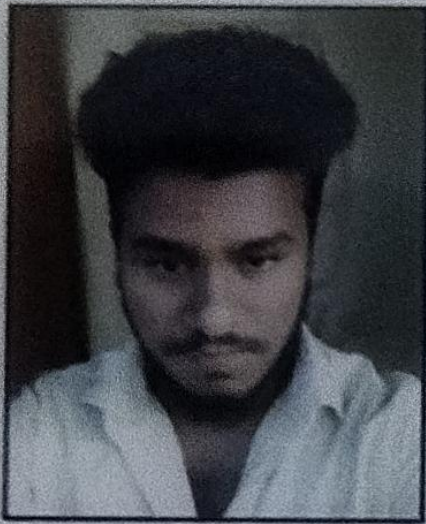
JBM Group



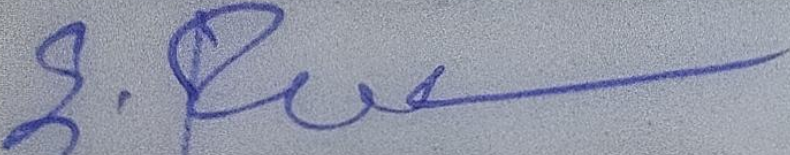
NEEL AUTO PVT. LTD.

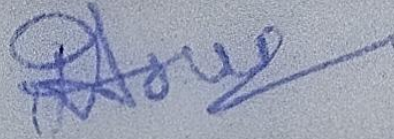
Plot No. 1,2,5 & 6, TVS Industrial Estate, Harita, Hosur - 635 109,
Krishnagiri Dist., (T.N.) Tel. : +91-4344-277756, 275478, 276318

IDENTITY CARD



Name	: <u>Arun D</u>
Dept.	: <u>BMW Quality</u>
Emp. No.	: <u>AP01474 - 40009756</u>
Validity	: <u>04-08-2022 To 03-08-2023</u>


Issuing Authority


Signature of Employee

Hi VICKY CHETHAN.M,

We welcome you to the GETster.TECH team!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for an internship/employment in this company.

The terms of engagement are as follows:

Reporting Time: 10:00 AM daily

Period of Engagement: 3months

Internship Allowance: Bachelor's accommodation and Food will be provided free of cost during the training period.

You will be working at our office located at JR plaza, Tank Street, First Floor - Hosur from after the semester exam.

Approved trainees will be Employed on 3 years contract. Salaries will depend on skills of the trainees and will range from 2.0 to 4.0 lakhs per annum.

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

With regards,

Santhosh Kumar N
HR & Software Developer

Dear **R.INFANT AKASH,**

We are pleased to confirm that you have been selected to work for **LOYOLA SOFT TECHNOLOGY PRIVATE LIMITED**. We are delighted to offer you the preferred position that we discussed earlier during the interview.

We will start with a good pay rate at this position and you will be paid monthly basis. Your working hours will be from 9AM to 6PM (from Monday to Friday (monthly 1st , 3rd and 5th Saturdays will be working days)). We are confident you will be able to make a significant contribution to the success of our company **LOYOLA SOFT TECHNOLOGY** and look forward to working with you.

Thanks & Regards

**LoyolaSoft Technologies PVT,
Kandhikuppam,
Krishnagiri.**

Contact:9994954540/8122205044



19-May-2022

Dear Jenifer A,
BCA, Computer Application
Sacred Heart College, Tirupattur

Candidate ID – 21318020

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Jenifer A

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thorapakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Jenifer A, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Jenifer A

Sign: _____
Name:

Sign: _____
Date:

Coforge



Emp ID
106770

Parthiban Murugan

Blood Group:

O+ve

Emergency Contact No.

+91 6383902850

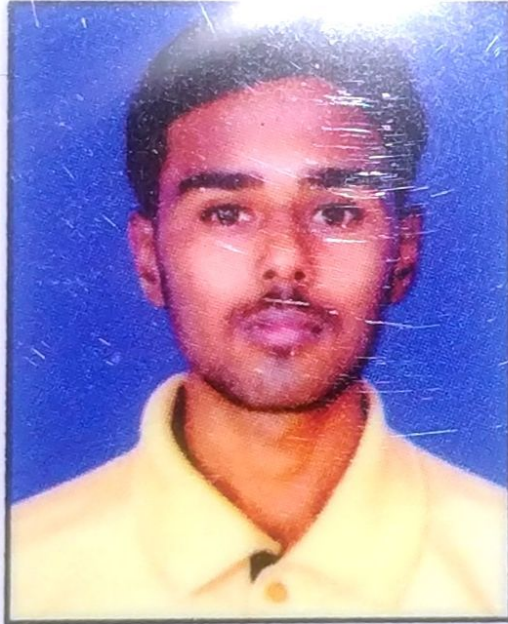
Coforge Business Process Solutions Pvt. Ltd.

SLK Green Park, Tower B, 3rd & 4th Floor,

Amin Properties LLP SEZ. Survey No. 19,20,20/1, Pujanahalli,

Devanahalli Taluk, Bengaluru Rural - 562110

T: +91 80 6669 5000



Nandha G

Emp Code : N24282

Branch : Vellore

Emergency☎: 9789581157

A handwritten signature in black ink, appearing to be 'N. G.', written over a horizontal line.

Authorised Signatory



19-May-2022

Dear Rahil M,
BCA, Computer Application
Sacred Heart College, Tirupattur

Candidate ID – 21318072

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Rahil M

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thorapakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Rahil M, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Rahil M

Sign: _____
Name:

Sign: _____
Date:

Invoice

Invoice number: BDZ-CHN-VEL-20220808065645

Bill to

Name: Balaji
Email: balajim9442@gmail.com
Mobile: +91-9894639129
ID No.: 62207

Details

Invoice date: 08AUG2022
Payment Mode: Netbanking
Course: AngularJS, HTML 4.01 & 5 + CSS 3,
JavaScript, Core Java, J2EE, Sql

SAC: 999293

Course Fees	35000
Subtotal in INR	14406.78
State GST(9%)	1296.61
Central GST(9%)	1296.61
Paid (Installment amount)	17000

PARTIAL PAYMENT

Invoice Prepared by: Mr.Udhaya Kumar
Branch: Chennai - Velachery

Note

- 1) All Cheques / Drafts / Online Transfers to be made in favour of BDreamz Global Solutions Pvt Ltd
- 2) The refund requisition will not be accepted
- 3) Besant Technologies have rights to postpone or cancel the training courses because of instructor illness or due to other natural calamities. In this case, the delegates cannot raise any refund request.

Besant Technologies is a division of BDreamz Global Solutions Private Limited

Happy Learning...! Thanks for choosing us...!!

Signature



**DR. CHANDRALEKA MEMORIAL
MATRIC HR. SEC. SCHOOL**

VENGALAPURAM, TIRUPATTUR - 635653

PHONE NO : 9445810145


IDENTITY CARD

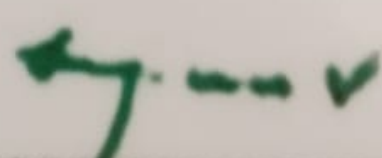


VIGNESH. V

BCA

ASST. ACCOUNTANT

 **8270460206**


CORRESPONDENT

RAMRAJ HANDLOOMS

Employee Personal [Edit](#)

Empno	E23-00322	Name	SINTHYA JOICE KASBARLIYO		
DOB	10-05-2002	Age	20		
DOJ	24-01-2023	Experience	0 Yrs 0 Mns 2 Dys		
Gender	Female	Marital Status	Single	Blood Group	O +VE
Relation Name	KASBAR LIYO ANTHONY	Type	Father		
Religion (Caste)	CHRISTAIN (OBC)	SubCaste	OTHERS		

Employee Company

JOB VACANCY LISTS

Welcome to Ramraj Group of companies Careers & Opportunities

Career's for Administration

	Code	Designation	Department	Section
Administration	8	ASSISTANT MANAGER	HUMAN RESOURCE	HUMAN RESOURCE - MARKETING TRAINING DEVELOPMENT IMPLEMENTATION BUSINESS PARTNER
Marketing	116	MANAGER	WAREHOUSE	Warehouse
Showroom	168	MANAGER	MECHANICAL	TRANSPORT
Production	188	ASSISTANT MANAGER	HUMAN RESOURCE	HR MARKETING MANAGER
	190	GENERAL MANAGER	SUPPLY CHAIN MANAGEMENT	SCM
	197	MANAGER	IT-SW	PROJECT IT MANAGER
	293	SENIOR MANAGER	INDUSTRIAL ENGINEERING	INDUSTRIAL ENGINEER

Taluk	:Tirupathur
City	:Tirupathur
State	:TAMIL NADU
PinCode	:635602

Taluk	:TIRUPATHUR
City	:Tirupathur
State	:TAMIL NADU
PinCode	:635602

Contacts [Edit](#)

Mobile No	:9994369345
Email-id	:
Emergency Contact Name	:KASBAR LIYO ANTHONY
Emergency Contact No	9597125537

References

Company Reference
OutSide Reference

Studies [Edit](#)

SNo	Degree	Branch	College	Board	Percent	YrComp
1	BCA	CS	SECREART COLLAGE	BHARATHIYAR UNIVERSITY	60	2022

Employee Experience [Edit](#)

SNo	Company	YearFrom	YearTo	ExpYears	Designation	LastSalary	Left Reason
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Languages Known [Edit](#)

SNo	Languages	Understand	Read	Write	Speak
1	Tamil	Yes	Yes	Yes	Yes
2	English	Yes	Yes	Yes	Yes

PSS AGENCIES



MAGLIN SWETHA L

CL1600633



Authorised Signatory

Contractor office
36, First Floor, SuriyadeviComplex,
SpKovilroad, Oragadam Junction,
Kancheepuram-602105

Dear JUSTIN JOY.A,

We are pleased to confirm that you have been selected to work for **LOYOLA SOFT TECHNOLOGY PRIVATE LIMITED**. We are delighted to offer you the preferred position that we discussed earlier during interview.

We will start with a good pay rate at this position and you will be paid monthly basis. Your working hours will be from 9AM to 6PM (from Monday to Friday (monthly 1st , 3rd and 5th Saturdays will be working days). We are confident you will be able to make a significant contribution to the success of our company **LOYOLA SOFT TECHNOLOGY** and look forward to working with you.

Thanks & Regards

**LoyolaSoft Technologies PVT,
Kandhikuppam,
Krishnagiri.**

Contact:9994954540/8122205044

Calpion Software Technologies Private Limited

Head Office Lexington Towers, Tavarekere Main Road, Tavarkere, S G Palya Bengaluru
Karnataka 560029 India



Payslip for the month of May 2023

EMPLOYEE PAY SUMMARY

Employee Name	: Rooban Fernando P	Employee No	: CAL/BLR/1727
Designation	: Trainee- Process Associate	Department	: Healthcare - BU1
Date of Joining	: 20 March 2023	LOP Days	: 0
Paid Days	: 31	UAN	: 101704579427
PF A/C Number	: PY/BOM/0061526/000/0012433	PAN	: GCHPR7957C
ESI Number	: 5042881507		
Work Location	: Bengaluru		

EARNINGS	AMOUNT	YTD	DEDUCTIONS	AMOUNT	YTD
Basic Salary	₹15,001.00	₹29,502.00	Employee State Insurance	₹126.00	₹247.00
House Rent Allowance	₹431.00	₹848.00	EPF Contribution	₹1,800.00	₹3,540.00
Statutory Bonus	₹1,250.00	₹2,458.00	Professional Tax	₹200.00	₹400.00
Gross Earnings	₹16,682.00		Total Deductions	₹2,126.00	

Total Net Payable ₹14,556.00 (Indian Rupee Fourteen Thousand Five Hundred Fifty-Six Only)

**Total Net Payable = Gross Earnings - Total Deductions

-- This is a system generated payslip, hence the signature is not required. --

Coforge



Hi! I am
Sonil

Sonil Vargheese

Emp ID:103983 | Blood Group:B+ve

Emergency contact number

9486446977

Coforge Business Process Solutions Pvt Ltd

3rd & 4th Floor, Tower B, SLK Green Park

Amin Properties LLP SEZ, Pujanahalli, Devanahalli


Bengaluru Rural - 562 110 Tel: +91 80 6669 5000

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OOKKAM
FOUNDATION

Mental Health & Well-being Service

 96884 40032

No c62, 2nd floor Ambedkar nagar, First street, kolathur, Chennai 600099

Date: 15-09-2020

Appointment/Offer letter

Dear Thilak,

We're delighted to extend this offer of employment for the position of Co-odrinator with OOKKAM FOUNDATION.

If you accept this offer, your start date will be 23-09-2020 or another mutually agreed upon date, and you would report to Kaleeswaran K President of OOKKAM FOUNDATION. We believe your skills and experience are an excellent match for our foundation.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Best regards
OOKKAM FOUNDATION
(President)



Date : 04-Nov-2022

LETTER OF OFFER
Private & Confidential

Dear **Bharathkumar Sivashankaran** ,

This has reference to the discussion and as agreed by you on dated **04-Nov-2022** for the post of **Officer** subject to the following terms and conditions namely:-

1. Grade/ Level: **Officer**

2. Probation: Six (6) months from the date of employment. However, this period of probation may be extended subject to performance review by your reporting officer during the probationary period. During the probationary period, you will be bound by the rules and regulations of the company applicable for a probationer.

3. Confirmation: Upon satisfactory completion of the probationary period, your employment shall be confirmed in writing.

4. Place of Service: Initially you will be placed in **Tiruppur** and you shall be liable to be transferred to any regional office or branch office at any point of time at the discretion of the management.

5. Compensation: Your compensation at the time of joining is 215000/- p.a. The break-up of compensation is given in the ANNEXURE - I.

6. Notice Period: Employee is expected to serve the requisite notice period as per company policy. If an employee fails to serve the defined notice period, FINO Payments Bank Ltd. may recover payment in lieu of any unserved period of notice.

7. After confirmation, services of any employee would be liable to be terminated by the company on the grounds of poor job performance, prolonged illness, conflict of interest, by giving 30 day notice or on payment of an equivalent amount i.e. last drawn salary in lieu of the notice period and it would be Fifteen (15) days in case of probation employee. In case an employee is found guilty of misconduct/ as envisaged in the disciplinary procedure, the employer is not bound to give notice or payment in lieu of the notice period.

8. Hours of work, Leave and other benefits: You will be entitled for leave and other benefits as per the scheme and rules of the company applicable from time to time. You will also be governed by various rules and regulations of the company pertaining to daily attendance, discipline, code of conduct, etc.

9. Professional Ethics and Confidentiality: Whilst you are in the employment of the Company, you are not permitted to carry on any business or profession or enter, whether part or full time, in any capacity, the services of, or be employed by or engaged with any other firm, Company or person. You will devote your whole time and attention to your office work to promote the interest of the Company and will not divulge to any person or utilize any of the company secret or other related information outside the company to any third party. You will also be barred from joining any firm, company or institution promoted, managed and/or controlled by the business competitors of the company till the expiry of six (6) months from the date of cessation of your employment with the Company. You must always protect the confidentiality of proprietary and confidential information you obtain or create in connection with your activities for FINO Payments Bank Limited, in accordance with the applicable law. Your obligation to protect FINO Payments Bank Limited proprietary and confidential information continues even after you leave the company, and you must return all proprietary information in your possession upon leaving FINO Payments Bank Limited.

Fino Payments Bank Limited
CIN:U65100MH2007PLC171959

Corporate Office: Mindspace Juinagar, Plot No Gen 2/1/F, Tower 1, 8th floor, TTC Industrial Area, MIDC Shirwane, Juinagar
Navi Mumbai, Maharashtra 400 706.
Tel: (+91-22) 7104 7000 | www.finobank.com

10. Governing Law: The terms and conditions of this Letter of Offer are governed by the Laws of India.

11. Jurisdiction: The Courts in Mumbai shall have exclusive jurisdiction to settle any dispute relating to the terms and conditions mentioned in this letter.

12. Arbitration: All disputes, differences and/or claims arising, out of or in relation to the employment shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereof and it shall be referred to the Sole Arbitrator to be nominated/ appointed by FINO Payments Bank Limited (In short FINO). In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator, FINO may appoint another person to act as an arbitrator. The award including the interim award/s of the arbitrator shall be final and binding on all the parties concerned. The arbitrator may lay down from time to time the procedure to be followed by him in conducting arbitration proceedings and shall conduct arbitration proceedings in such manner as he considers appropriate.

13. Reporting Officer: Initially you will report to . which may be changed from time to time.

14. Background verifications: This Offer is purely subject to background verification clearance report, which would be conducted based on the information provided by you. In case of any discrepancy, the Company is entitled to cancel this letter of offer.

15. You shall not undertake work with any competing business engaged in similar terms like FINO Payments Bank Limited for at least a period of six months post your resignation from FINO Payments Bank Limited.

16. We expect you to join on or before **14 Nov 2022**. Kindly confirm the same.

We welcome you to the Fino Payments Bank Limited family and WISH YOU GOOD LUCK.

Yours Sincerely,

For Fino Payments Bank Limited

This is a computer generated letter and hence does not require any signature.

This letter is protected with unique code which will be used as a scrutiny at the time of reference checks.

ANNEXURE - I

Name : Bharathkumar Sivashankaran

Functional Designation : Officer

Grade/ Level : Officer

Department : Sales & Distribution

CTC	Monthly (Rs.)	Yearly (Rs.)
Basic	8958	107496
HRA	4479	53748
Special Allowance	2575	30900
Fixed Gross	16012	192144
Employer ESIC	520	6240
Employer PF	1384	16608
Total Fixed	17917	215000

. Employee Welfare and Benefits:

1. All employees are covered under Group Hospitalization Insurance policy and Group Personal Accident Insurance policy from their date of joining.
2. Based on eligibility, you will be entitled for ESI benefit as per "Employees State Insurance Act, 1948"

Yours Sincerely,

For Fino Payments Bank Limited

This is a computer generated letter and hence does not require any signature.

This letter is protected with unique code which will be used as a scrutiny at the time of reference checks.



MANAPPURAM[®] FINANCE LIMITED

Make Life Easy

05th Jul 2021

Mr. Harini
S/O Sivakumar
1/97 Perumal kovil street,
Perambattu, Tirupattur,
Tamil Nadu-635652

Dear Mr. Harini

Sub: Offer of Appointment as Relationship Officer - Car Loan [Grade: Officer]

We are pleased to offer you for the post of Relationship Officer - Car Loan in the Company on the following terms and conditions.

1. Post offered: Relationship Officer - Car Loan

Please refer to the personal interviews and subsequent telephonic discussion on different days. We are pleased to offer you the post of Relationship Officer - Car Loan in the grade of Officer in the Company.

2. Place of posting & Functions

You are presently Posted in **Vehicle & Equipment Finance Department** at our Hosur Office, Hosur, Tamil Nadu, but liable to be transferred to any of the present or proposed Branches of the company in India in the same or different capacity As Relationship Officer - Car Loan you will be responsible for all the Vehicle & Equipment Finance related matters of the Company. In addition to vehicle & Equipment Finance related function, you may also be entrusted with other responsibilities as may be decided by the Management from time to time. You will report to the Assistant Branch Manager, Vehicle & Equipment Finance of the Company.

India's First Listed and Highest Credit Rated Gold Loan Company

Registered & Corporate Office : (CIN-L65910KL1992PLC006623) IV/470A (old) W638A(New), Manappuram House, Valapad, Thrissur, Kerala - 680 567, India
Tel : 0487 - 3050100, 3050108 Fax : 0487 - 2399298 E mail : mail@manappuram.com Website : www.manappuram.com



TATA ELECTRONICS

Tata Electronics Private Limited, Corniche Al-Latheef,
Ground Floor A Wing, No. 25 Cunningham Road,
Vasantnagar, Bengaluru, Karnataka, India 560 052



Rohini.S

Employee Number: 202265

Blood Group: B+VE

A handwritten signature in blue ink, appearing to read 'Rohini.S', written over a horizontal line.

Authorised Signatory



FAIRWAY ENTERPRISES COMPANY LIMITED (India Branch) - UNIT 1

(ORIGINALLY INCORPORATED IN BRITISH VIRGIN ISLANDS)

Plot No.G-1B, SIPCOT Industrial Complex, Bargur SEZ Area, Olaipatti Village, Salamarathupatti Post,

Uthangarai Taluk, Krishnagiri District - 635 304.

Ph: 04341-257100

FCRN : F06162

GST No : 33AADCF0282F1Z3

பணிநியமனக்கடிதம் Appointment Letter

Dear திரு./திருமதி/செல்வி. S. உறியிரசாத் / Mr./Ms. S. HARIPRASATH

தேதி/Dated: 23.08.2021

தங்களின் விண்ணப்பத்தை அடிப்படையாகக் கொண்டும், நேர்காணலை தொடர்ந்து நிர்வாகம் தங்களை தொழிலாளர் ஆக பணிநியமனம் செய்கிறது. தங்களுக்கான நிபந்தனைகள் இக்கடிதத்தில் குறிப்பிடப்பட்டுள்ளது. தாங்கள் பணியில் சேருவதற்கான நாள். 23.08.2021

With reference to your application and subsequent interview, we are pleased to appoint you as **Worker** subject to and w.e.f. the date of your acceptance of the terms and conditions stated in this letter. Your expected date of joining is. 23.08.2021

1. ஒப்புந்தம் :

தாங்கள் 6 மாதகாலத்திற்கு பயிற்சியில் ஈடுபடுத்தப்படுவீர். தங்களது பயிற்சி காலமானது திருப்திகரமாக முடிவடைந்தவுடன் நிர்வாகம் தங்களை 12 மாதத்திற்கு தகுதிகாண் பருவகால பணியாளராக நியமிக்கும். பயிற்சி காலம் மற்றும் தகுதிகாண் பருவகாலத்தின் பொழுது தங்களுடைய செயல்பாடுகள் மதிப்பீடு செய்யப்படும் மற்றும் தங்களுடைய தகுதிகாண் பருவகாலம் வெற்றிகரமாக முடிவடைந்த பிறகு பணி நிரந்தரமாக்கப்படும். பயிற்சி காலம் மற்றும் தகுதிகாண் பருவகாலத்தின் பொழுது தங்களுடைய செயல்பாடுகள் திருப்திகரமாக இல்லையெனில், தங்களது பணிநியமனமானது எந்த காரணமும் இன்றி இரத்து செய்யப்படும்

Engagement:

You shall be on training for a period of **six months**. On satisfactory completion of your training period the management may place you on a **twelve month's** probation period. During the training and probation period your performance will be evaluated and confirmed thereafter on successful completion of your probation period. If your performance is not satisfactory during the training and probation period your appointment is liable to be terminated without assigning any reason whatsoever

2. பணியாற்றும் இடம் :

தாங்கள் பணியாற்ற வேண்டிய தொழிற்சாலை அமைக்கப்பட்டுள்ள இடம் பிளாட் எண், **G-1B**, சீங்காட் தொழிற் வளாகம், பர்கூர் **SEZ** பகுதி, ஒலைப்பட்டி கிராமம், சாலமரத்துப்பட்டி, ஊத்தங்கரை தாலுக், கிருஷ்ணகிரி. மாவட்டம் - 635304 . இருப்பினும், நிர்வாகம் தேவைப்படும் பொழுது தங்களை மற்றொரு துறைக்கோ அல்லது மற்றொரு இடத்திற்கோ, இந்தியாவிற்குள்ளோ அல்லது வெளிநாட்டிற்கோ ஏற்கெனவே உள்ள அல்லது திட்டமிட்ட இடத்திற்கு இடமாற்றம் செய்யலாம்.

Location of Work:

Your place of work will be at the Company's establishment at **Plot No. G-1B**, SIPCOT Industrial Complex, Bargur SEZ area, Olaipatti Village, Salamarathupatti Post, Uthangarai Taluk, Krishnagiri District - 635304.. However, the Company may at any time transfer you to any other department or location, existing or proposed within India or abroad based on requirements.

3. கடமைகள் :

தாங்கள் நிர்வாகத்தின் செயல்பாட்டிற்கு முழு நேரத்தை முழு ஈடுபாட்டுடன் அளிக்க வேண்டும். நிர்வாக பணியை தவிர தங்களின் ஆதாயத்திற்காக பொதுமேலாளரின் அனுமதியின்றி மற்ற தொழில்களிலோ அல்லது பணியிலோ ஈடுபடக்கூடாது.

Duties

You are expected to devote your time and efforts to the business of the Company. You shall not, without the prior written consent of the G.M., be employed, engaged or interested in any trade business or profession, whether for remuneration or not, other than the business of the Company.

4. ஊதியம் :

தங்களின் ஊதியவிவரங்கள் கீழே அளிக்கப்பட்டுள்ளது.

அடிப்படை ஊதியம் Rs. 7723 /- பிரதிமாதம்

போக்குவரத்து படி Rs. 850 /- பிரதிமாதம்

பஞ்சப்படி Rs. 4246 /- பிரதிமாதம் (அரசாங்க அறிவிப்பு படி, மாறுதலுக்கு உட்பட்டது)

மொத்ததொடக்க ஊதியம் Rs. 12819 /- பிரதிமாதம்

Salary:

Your salary details are as under:

Base pay : Rs.7723 /- per month

Transport Allowance : Rs.850 /- per month

Dearness Allowance : Rs.4246 /- per month (As per Government Notification, it shall stands revised)

Total Starting salary : Rs.12819 /- per month

S. Hariprasath

FAIRWAY ENTERPRISES COMPANY LIMITED (India Branch) - UNIT 1

(ORIGINALLY INCORPORATED IN BRITISH VIRGIN ISLANDS)

Plot No.G-1B, SIPCOT Industrial Complex, Bargur SEZ Area, Olaihatti Village, Salamarathupatti Post,
Uthangarai Taluk, Krishnagiri District - 635 304.

FCRN : F06162

GST No : 33AADCF0282F1Z3

Ph: 04341-257100

- a. மேற்குறிப்பிட்ட ஊதிய தொகையில் மத்திய அல்லது மாநில அரசு அல்லது சட்டப்படியாக அமைக்கப்படும் நிறுவனங்கள் ஆகியவற்றிடமிருந்து இடையிடையே நடைமுறைக்கு வரும் எந்தவொரு சட்டத்தின் கீழ் அளிக்கப்படும் உதவித்தொகை, சலுகை, பயிற்சிமானியம் அல்லது பிறமானியங்கள் ஏதேனும் இருப்பின் அவைஅனைத்தும் அடங்கும்.
"The emoluments mentioned above includes any stipend, grant, training subsidy or another subsidies (if any) received either from the Central or State Government or statutory bodies under any statute; prevailing from time to time"
- b. பணி காலத்தின் பொழுது தங்களது செயல்திறனானது நிறுவனத்தின் வழிமுறைகளின் படி மதிப்பிடப்படும், மற்றும் தங்களுடைய ஊதியமானது கீழ்க்குறிப்பிட்டுள்ள ஊதியதிட்டத்தினை பின்பற்றி வழங்கப்படும்.
Your performance during the employment will be evaluated following the Company's regulation, and your salary adjustment will follow the salary scheme.
- c. தங்களுக்கான Employee compensation, PF, போனஸ், பணிக்கொடை போன்றவைகள் அதற்கான விதிமுறைகளின் படி வழங்கப்படும்.
You will be entitled to Employee compensation, PF, Bonus and Gratuity as per provisions of the relevant Acts
- d. மேலும் கூடுதலாக தங்களுக்கு நிர்வாகத்தின் விதிமுறைகளுக்கு உட்பட்டு ஊக்க மிகைஊதியம், மதிப்பீட்டு மிகைஊதியம் மற்றும் பல ஆகியவை உள்ளிட்ட மற்ற சலுகைகளும் வழங்கப்படும்.
In addition you will also be entitled to other benefits as per the company rules which includes diligent bonus, evaluation bonus ... etc.
- e. ஊதியமானது நிர்வாகம் மற்றும் பணியாளர்களுக்கு இடையே பாதுகாக்கப்பட வேண்டிய இரகசியமாகும். இதனை ஒரு பணியாளர் மற்ற பணியாளர்களுடன் பகிர்ந்துகொள்வது ஒழுங்கற்ற செயலாகும்.
Salary is a confidential matter between the Company and Employee and you are requested not to share the same with anyone as it may amount to disciplinary action.

5. கொள்கைகள் :

தங்களுக்கு தெரிந்த மற்றும் தெரிவிக்கப்பட்ட அல்லது தங்கள் கவனத்திற்கு வருகின்ற நிர்வாக தகவல்களை இரகசியமாக பாதுகாக்க வேண்டும். தாங்கள் 58 வயதை அடையும் காலத்தில் பணியிலிருந்து பணிஓய்வு பெறுவீர். பணியாற்றும் காலங்களில் தாங்கள், உரிய நேரங்களில் மாற்றியமைக்கப்படும் நிறுவனத்தின் அங்கீகரிக்கப்பட்ட நிலையாணைகள் மற்றும் விதிமுறைகள் மற்றும் வழிமுறைகள் ஆகியவற்றிற்கு கட்டுப்படவேண்டும்.

Policies:

You shall always keep confidential any information of the Company, which may be known / disclosed to you, or which may come to your knowledge. You shall automatically retire from services after attaining the age of 58 years. During the tenure of your service, you will be governed by the approved company's standing order and rules and regulations of the company, modified from time to time.

6. தகவல் தொடர்பு :

ஏதேனும் முன்னறிவிப்பு கடிதம் நிர்வாகம் தாங்களுக்கோ அல்லது தாங்கள் நிர்வாகத்திற்கோ, எழுத்துப்பூர்வமாக வழங்க வேண்டும். அவை நேரடியாகவோ அல்லது கூரியர் மூலமாகவோ அல்லது பதிவு தபால்களிலோ அனுப்பப்பட வேண்டும். நிர்வாகத்திற்கு அனுப்பப்படும் முன்னறிவிப்பு அதன் பதிவு அலுவலக முகவரிக்கு அனுப்பப்பட வேண்டும். பணியாளர்களுக்கான கடிதங்கள் அவர்களுக்கான இறுதியாக அறிந்த முகவரிக்கு அனுப்பப்பட வேண்டும். முன்னறிவிப்பு வழங்கப்பட்டுள்ளதை பின்வரும் வழிகளான (1) நேரடியாகவோ அல்லது கூரியர் மூலமாகவோ வழங்கப்படும் நேரத்தில் (2) பதிவுத் தபாலில் அனுப்பப்பட்டால் அனுப்பப்பட்டதேதியிலிருந்து 2 பணிநாட்களில் முடிவு செய்யப்படும்.

Communication:

Any notice to be given by the Company to you and vice versa shall be in writing and must either be delivered by hand or courier or sent by registered post. Notices to the Company must be addressed to its registered office. Notices to you shall be addressed to your last known home address. A notice shall be deemed to have been served (i) at the time of delivery if delivered by hand or courier, or (ii) two working days after the time of posting if sent by registered post.

S. Hai M. S.

FAIRWAY ENTERPRISES COMPANY LIMITED (India Branch) - UNIT 1

(ORIGINALLY INCORPORATED IN BRITISH VIRGIN ISLANDS)

Plot No.G-1B, SIPCOT Industrial Complex, Bargur SEZ Area, Olaiyatti Village, Salamarathupatti Post,
Uthangarai Taluk, Krishnagiri District - 635 304.

FCRN : F06162

GST No : 33AADCF0282F1Z3

Ph: 04341-257100

7. சான்றிதழ்கள் / தகுதிசான்றிதழ்கள்:

இந்த பணிநியமனமானது வழங்கப்பட்ட சான்றிதழ்கள் அல்லது தகுதி சான்றிதழ்களை சோதித்து சரிபார்த்ததன் பேரில் வழங்கப்பட்டுள்ளது. விசாரணைக்கு பிறகு பணிநியமனத்தின் பொழுது அளிக்கப்பட்ட விவரங்கள் எவையேனும் தவறு / பொய் அல்லது அடுத்து வரும் காலங்களுக்கு பொருந்தாது என கண்டறியப்பட்டால் பணிநியமனத்திலிருந்து பணிநீக்கமும் அளிக்கப்படலாம். மேலும் இந்த விஷயத்தில் தங்கள் மீது சட்டப்படியான எந்தவொரு நடவடிக்கை எடுப்பதற்கும் நிறுவனத்திற்கு உரிமை உண்டு.

Certificates / Credentials :

This appointment will be subject to verification of the certificates or credentials provided. Appointment will be liable to be terminated after due enquiry if any material particulars furnished at the time of the appointment are found to be incorrect / false or otherwise inappropriate at any later date. And the Company reserved the right to take any legal actions on you in this aspect.

8. அறிவிப்பு காலம்

தாங்கள் பணியிலிருந்து எவ்விதகாரணமுமின்றி பயிற்சி மற்றும் தகுதிகாண் பருவகாலத்தில் நிர்வாகத்தினால் விலக்கப்படலாம் அல்லது தாங்களாகவும் விலகலாம். மற்ற காலத்தில் ஒருமாதத்திற்கு முன்பாக அறிவிப்பு அளிக்க வேண்டும்.

Notice Period:

Your services may be terminated without assigning any reason whatsoever, by the Company or by you, during the Training and probation period, in other case by giving one month's notice

தாங்கள் நிர்வாகத்தின் பணிநியமனக் கடிதம், அதற்கான விதிமுறைகள் மற்றும் வழிமுறைகளை ஒப்புக்கொண்டதாக உறுதிசெய்து கையொப்பமிட்டு இதன் ஒரு நகலை நிர்வாகத்திற்கு திருப்பி அளிக்க வேண்டும்.

Please confirm your acceptance of this Appointment Letter including the Terms and Conditions of Engagement by duly signing it and returning one duplicate copy of this letter to the Company.

நிர்வாகம் தங்களை மனப்பூர்வமாக வரவேற்கிறது மேலும் நாம் நீண்ட மற்றும் பரஸ்பர அமைப்பை பெறுவோம் என உளமார நம்புகிறோம். We warmly welcome you to the organization and sincerely trust that we will have a long and mutually beneficial association.

உண்மையுடன்,

Sincerely,

..பேர்வே எண்டர்பிரைசஸ் கம்பெனி லிமிடெட் (இந்தியா கிளை) / யூனிட் 1-ற்காக

For FAIRWAY ENTERPRISES COMPANY LIMITED (India Branch) - UNIT 1

மனிதவளத்துறை / HR-DEPARTMENT

For Fairway Enterprises Company Ltd.,(Unit-1)
(India Branch)

Authorised Signatory

(For Employment Purpose Only)

HR உதவி பொது மேலாளர் /HR உயர் மேலாளர்

HR AGM / HR SR. MANAGER _____

ஒப்புதல் அளிப்பவர் / ACCEPTED by:

கையொப்பம் / Signature S. Hariprasath

தகப்பனர் / கணவரின் பெயர் : Father's/Husband's Name: SAIRAM

பெயர் /Name: HARIPRASATH

தேதி /Date:23.08.2021



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195882063/Chennai/BPS/BTN
Date: 12/08/2021

Mr. Rinold Rosario P J
Perambakkam Via, Mappedu Kootroad, Thiruvallur District-631402
No.526, Madha Kovil Street
Kilachery Village & Post
Chennai-631402
Tamil Nadu
Tel# 91-7094652780

Dear Mr. Rinold Rosario P J,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **16,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of Traineeship, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written



permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

9. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.



13. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

17. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20195882063/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

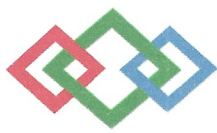
I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:



True Talents
Engage Enhance Evolve

Dear Mr. Edwin Sekar,

6th March, 2021

It gives us immense pleasure in inviting you to join True Talents as one of its valuable members. We are happy that you are joining us in our efforts to create a global corporation, which believes in creating customer delight through its people.

We would like you to join with us effective from **15th March, 2021**.

You will be designated as a **Trainee – System Engineer** at our Chennai office. Your compensation is valued at Rs. 10,000/- per month (Rupees Ten Thousand only).

Your association & employment with True Talents will be governed by Standing Order/Policies, rules and guidelines of the organization.

With reference to notice period, either party can terminate this employment by serving a notice of one month.

Your association and employment with True Talents will be governed by the offer made in this letter, it will be also guided by the core values and beliefs of our organization. This offer is subject to the reference check being in line with our expectation.

We are confident that you will contribute to the organization, its goals and value through your role. Please sign your acceptance and duplicate copy of this offer letter.

Once again, Welcome to True Talents Consulting Pvt. Ltd.

Sincerely,

For True

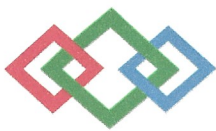


Gomathi

Director

True Talents Consulting Pvt. Ltd.

Flat No. 1, Mahasarovar, Plot No. 9C/10A, 2nd Floor, Ayodhya Colony, Velachery, Chennai - 600 042, India.
Phone : +91 (44) 4053 2741 / 4053 2742 Web : www.true-talents.com



True Talents

Engage Enhance Evolve

Structure of your CTC

True Talents Consulting Pvt Ltd.		
SALARY STRUCTURE		
Name : Edwin Sekar		
Designation : Trainee – System Engineer		
HEAD	Per annum (Rs.)	Per month (Rs.)
A. Basic Salary	48,000.00	4,000.00
B. Allowances / Reimbursements		
House Rental Allowance	24,000.00	2,000.00
Mobile/Telephone Expenses	18,000.00	1,500.00
Special Allowance	27,000.00	2,250.00
C. Deductions		
Medical Insurance	3,000.00	250.00
Total Cost to Company (TCTC) per annum (A+B+C)	1,20,000.00	10,000.00
* Medical Insurance differs from year on year and deductions as well		

I accept the offer,

Name:

Signature:

Date:



Ref.: GCT 2020 / HCI IC -16042520

06th March 2021

Mr. Chandru G
Sacred Heart College ,Tirupattur,Tamil Nadu
Contact No. 9751007629

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

Hearty Congratulations on being selected for the position of Graduate Commercial Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as GCT. We would advise you to sign online and submit your acceptance within 07 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Commercial Trainee shall lapse automatically.

You will be required to report at our **CMRL Project - Chennai** for completing joining formalities and thereafter an initial orientation program latest by **22nd March 2021**.

The site address will be emailed to you in due course. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

While coming for the joining, you will be required to bring the following documents in original along with a set of self-attested photocopies:

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Graduation of all the semesters/years- In Original (Except final semester, if results have not been declared) - [Attested copies of Graduation certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact Mr. Vignesh / 8939300022 / AVIGNESH@Intecc.com

Yours Faithfully,
for LARSEN & TOUBRO LIMITED



(RAVI KUMAR MATTA)
HEAD – TALENT ACQUISITION
HEAVY CIVIL INFRASTRUCTURE IC

Ref.: GCT 2020 / HCI IC -16042520

06th March 2021

Mr. Chandru G
Sacred Heart College ,Tirupattur,Tamil Nadu
Contact No. 9751007629

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE COMMERCIAL TRAINEE** on the following terms and conditions, subject to:

- (a) Your passing the final Graduation Examination in FIRST attempt and
 - (b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training at our establishment.
 2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
 3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	9,250/- P.M	9,250/- P.M
FLEXIPAY1	8,000/- P.M	7,900 /- P.M
TOTAL	17,250/- P.M	17,150 /- P.M

You will be eligible for reimbursement of Site Compensatory Allowances when posted at Project Sites as follows:-

	Project Based
Site Compensatory Allowances (P.M)	₹ 2,600/-P.M.

A lump sum amount of ₹ **12,000/-** will be payable to Graduate Commercial Trainees on successful completion of training period.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

Mr. Chandru G

5. **Provident Fund:** You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
8. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
9. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-
 - a) Breach of any of the conditions of this agreement;
 - b) Any misconduct on your part;
 - c) Failure to carry out any of your duties and obligations;
 - d) Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
10. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
11. You are to treat the terms of this agreement as confidential.
12. You are to treat the following as strictly confidential
 - Your salary, allowances, benefits, rewards.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.
13. You will keep us informed of your local contact address whenever there is any change.

Mr. Chandru G

14. You will be assigned to work in our **CMRL Project, Chennai, Metros Business Unit, Heavy Civil Infrastructure IC.**

Please report to the Project Manager - CMRL Project. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.

15. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
16. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's **S-1 Cadre as Supervisor**, on a basic salary of **₹11,900/-** per month.

17. **Code of Conduct :** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable From time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees To comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. You can also access the Code of Conduct on L&T Scape portal at <http://Intscapenew.ltindia.com/SitePages/Governance.aspx>

18. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
19. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.
20. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Mr. Chandru G

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

21. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorised, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

22. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialised. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

23. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company.

Mr. Chandru G

You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Graduation of all the semesters/years- In Original (Except final semester, if results have not been declared) - [Attested copies of Graduation certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

All communications/notices should be addressed to **HR Department, Heavy Civil Infrastructure IC, L&T Construction, TC 3 Building, Tower A, 4th Floor, D Wing, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India.**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Commercial Trainee shall lapse automatically.


**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(BARTTANU KUMAR DAS)
HEAD – HUMAN RESOURCES
HEAVY CIVIL INFRASTRUCTURE IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.


CHANDRU G (Mar 6, 2021 15:02 GMT+5.5)
(Signature)

Date: Mar 6, 2021

**ANNEXURE – I
LARSEN & TOUBRO LIMITED
L&T CONSTRUCTION**

Leave Rules for Graduate Commercial Trainee

Privilege Leave :

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

Casual Leave :

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

Sick Leave :

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.

19-Aug-2021

Mr. Mohammed Anas R
Sub : Offer Letter.
Position: Process Associate

Dear Anas,

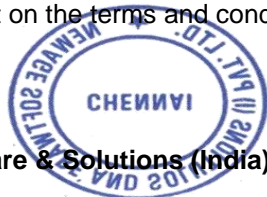
This refers your application and the discussions held with you over the last few days. We are pleased to offer you the position of at **“Process Associate” at “Chennai”** on the following terms and conditions.

1. This offer for employment is subject to your joining on or before **23rd August 2021** if not earlier.
2. The job is however transferable, and you may be transferred to any other Newage Office, at the sole discretion of the management.
3. Further upon written request from your end and after the assent of the management, you may be allowed to work from the offices of other group companies of Newage subject to workability and the availability of its vacancy.
4. This employment will be remunerated at **INR. 2,20,000 /- (INR Two Lakh and Twenty Thousand in Words Only)** per annum CTC. This includes all the Annual benefits of Ex-gratia, & Co.'s Share of Provident Fund which will be payable as per the rules of the company in force and as amended from time to time
5. A letter of appointment specifying the detailed break-up of your remuneration along with details of job profile/shift timings/training will be handed over once you report for duty.
6. You will report to **Mr. Kanagaraj** or other officers of the company as may be communicated to you from time to time.
7. You shall be responsible for safe custody of documents, material, property and equipment of the Company entrusted to you or which may be in your use, custody or charge subject to confidentiality obligations provided under the company policy.
8. As part of your Orientation after date of joining, you should read the Employee Handbook and the IT Policy of the company and adhere to their provisions at all times.
9. E-mail messages: Newage encourages the use of e-mail for business purposes. The messages generated or received via the e-mail including the backup copies are company property. Though the company does not recommend the use of e-mail for personal use, it may be used provided it does not use more than a trivial amount of resources. The company has the right to retrieve and review any message composed or received through the company's e-mail system.
10. You will be under the probation of 6 [Six] months from the date of joining and during which time the regular benefits and entitlements such as eligibility for sick leave, annual leave and annual leave travel will not apply. Any absence from the office more than 3 days in a month will be treated as “Leave without Pay”. During the period of Probation, either party may terminate the agreement on giving the other **Ninety Days’ notice** in writing or payment in lieu thereof. The regular prequels will start to apply after the expiry of the probationary period of service subject to confirmation of your employment by the Company.
11. The continuity of your employment at any given relevant point of time shall depend upon continuous attendance, satisfactory job performance and good conduct etc.

12. If at any time, in the opinion of the Company, which shall be final, you are found guilty of dishonesty, disobedience, misappropriation, theft, guilty of fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission, Job Performance or any other conduct considered by the management of the company as detrimental to its interests or of violation of one or more terms of this employment, your services may be terminated without notice and without pay in lieu of notice.
13. For any employee services can be terminated by Ninety days' notice in writing on either side, or with mutual agreement on payment of salary in lieu of such notice, notwithstanding Para 10 above.
14. Notwithstanding Para 11 above, if at any time, in the opinion of the Company, which shall be final, you are found guilty of misconduct including but not limited to dishonesty, disobedience, misappropriation, theft, guilty of fraud, Job Performance, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by the management of the company as detrimental to its interests or of violation of one or more terms of this employment, your services may be terminated by the Company by 7 (Seven) days' notice or pay in lieu of notice. Company shall not be responsible for failure to perform any of its obligation under this offer during anytime in which such performance is prevented by Force Majeure situation or any other cause outside the reasonable control of the company.
15. If required, you will submit a medical fitness certificate or get yourself examined by a medical practitioner nominated by the company.
16. You will be entitled to benefits as per the Company rules and regulations as applicable to your cadre, from the date of confirmation of your services.
17. You shall keep the company informed of any changes in your residential address, telephone numbers, educational qualifications and civil status.
18. The policies, rules and regulations of the Company in force at the time of your appointment will govern your services or that may be framed and amended from time to time by the Company.
19. In addition, where applicable, this offer and your employment are conditional upon the Company receiving satisfactory references on the background check results. Please note that in the event the Company is not satisfied with the verification reports, the Company reserves the right to withdraw or delay this offer of employment.

We request you to return the duplicate copy of this letter duly signed, as a token of your acceptance of this offer for employment on the terms and conditions provided herein.

Yours Sincerely,



For Newage Software & Solutions (India) Pvt. Ltd

I, _____ hereby accept the position of _____ on the above terms and conditions of employment Offered, and will commence work on _____.

Signed: _____

Date: _____

Annexure- A		
Compensation Fitment Sheet		
Name: Mr. Mohammed Anas R	Date of Appointment: 23rd August, 2021	
Designation: Process Associate	Location: Chennai	
This compensation sheet will assist you to arrive at your CTC and net take home salary per month		
Components of Salary		
	Proposed CTC	
	Per Annum	Per Month
Basic	88,000	7,333
House Rent Allowance	35,200	2,933
CCA	8,800	733
Night Shift Allowance	48,000	4,000
Bonus	16,800	1,400
Ex Gratia	-	-
Special Allowance	4,975	415
Total A	2,01,775	16,815
Company Contribution		
Company's Contribution to *Provident Fund	12,213	1,018
Company's Contribution to Employee State Insurance	6,012	501
Total B	18,225	1,519
Employee Contribution		
Employee's Contribution to Provident Fund	12,213	1,018
Employee's Contribution to Employee State Insurance	1,387	116
Professional Tax	2,496	208
Total D	16,096	1,341
Total Deductions	16,096	1,341
Total Fixed CTC	2,20,000	18,333
Benefits:		
<ol style="list-style-type: none"> 1. Standard Group Mediciam Policy up to INR. 3,00,000/- 2. Personal Accident Group Insurance Policy up to INR. 5,00,000/-. 3. Group Term Life Insurance Policy up to INR. 10,00,000/-. 4. Mobile Phone SIM (Group plan) with a limit on calls as per the company policy 5. Flexi benefits will be offered as per Government Rules and Company Policy for tax exemptions 		



Ministry of Health & Family Welfare
Government of India

Provisional Certificate for COVID-19 Vaccination - 1st Dose

Beneficiary Details

Beneficiary Name / பலனாளியின் பெயர்	Vijay
Age / வயது	21
Gender / பாலினம்	Male
ID Verified / அடையாளச் சான்று	Aadhaar # XXXXXXXXX9812
Unique Health ID (UHID)	
Beneficiary Reference ID	31545353429951

Vaccination Details

Vaccine Name / தடுப்பூசியின் பெயர்	COVISHIELD
Date of 1 st Dose / முதல் டோஸின் தேதி	12 Jul 2021 (Batch no. 4121MC08)
Next due date / அடுத்த நிலுவைத் தேதி	Between 04 Oct 2021 and 01 Nov 2021
Vaccinated by / தடுப்பூசியை வழங்கியவர்	Indu
Vaccination at / தடுப்பூசி வழங்கப்பட்ட இடம்	Arisipalayam UPHC WP CVC, Salem, Tamil Nadu



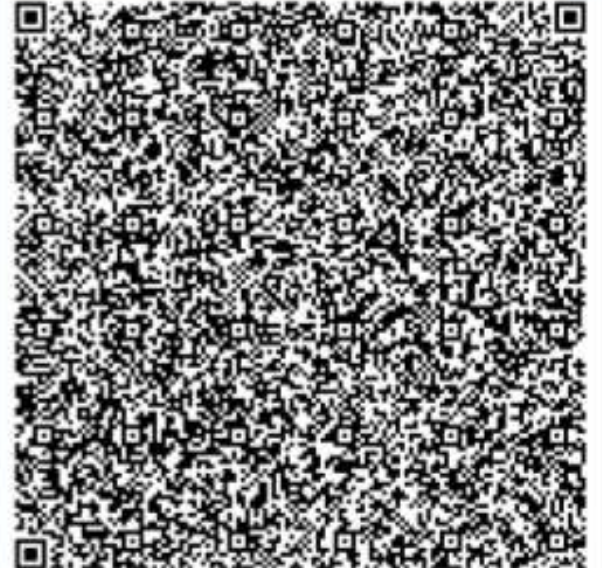
“மருந்து மற்றும்
மனவறுதியுடன்
Together, India will defeat
COVID-19”

- பிரதம மந்திரி நரேந்திர மோதி

In case of any adverse events, kindly contact the nearest Public Health Center/
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

ஏதேனும் எதிர்மறை விளைவுகள் ஏற்பட்டால், தயவு செய்து அருகாமையிலுள்ள பொது
சுகாதார நிலையம் / ஆரோக்கியப் பராமரிப்புப் பணியாளர் / மாவட்ட தடுப்பூசி அலுவலர் /
மாநில உதவி எண். 1075ஐ தொடர்பு கொள்ளவும்.

COWIN
Winning Over COVID



This certificate can be verified by scanning the QR code at
<http://verify.cowin.gov.in>

Employment Offer Letter

23.03.2021

Dear MR. THIRUMALAI KANNAN. K,

Ref: Your selection through the interview conducted at our company premises.

We have pleasure in giving you an offer in our organization as ***Store Executive***. This offer takes effect from your date of joining ***27.03.2021*** which shall not be later than ***29.03.2021*** on the following terms and conditions

1. Your consolidated salary will be ***Rs.17, 000.00 (Seventeen Thousand Only)*** per month. The structure of the compensation plan may be altered from time to time with the compensation policy and practices of the organization.
2. The salary includes all allowances, conveyance and bonus put together.
3. Your area of job involves **Overall responsibility for activities related to the purchase, storage, and distribution of raw materials, supplies, and equipment. Ensures that inventory needs are met throughout the production process while maximizing the efficiency of warehousing and distribution operations and confidentiality is to be maintained with regard to the handling of the same.**
4. It is expected that you will discharge your assigned responsibilities with high standard of performance, quality, integrity and discipline.
5. The probation period applicable to you shall be 3 Months. During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving two months (60 days) notice or salary in lieu thereof.
6. You will abide the rules and regulations of the company as may be in force from time to time and if any violation made would be subjected to the disciplinary action.

The breakup of your consolidated salary shall be as below on monthly basis.

<i>Basic salary</i>	<i>-Rs. 8,500.00</i>
<i>HRA</i>	<i>-Rs. 3,400.00</i>
<i>Medical Allowances</i>	<i>-Rs. 2,550.00</i>
<i>Conveyance</i>	<i>-Rs. 2,125.00</i>
<i>Special Allowances</i>	<i>-Rs. 425.00</i>

Total	Rs. 17,000.00

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

9. You shall while in the services of the company, devote your full time attention exclusively for the company's work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.

10. You may please note that you will carry out the work as per the instructions given to you from time to time that your services liable to be transferred (either permanently/temporarily) to any section of this company.

11. You shall not disclose any confidential information to the third party obtained during your course of employment, unless expressly authorized by the employer.

12. You will be responsible for safe custody/return in good conditions and order, of all our property that may have been entrusted to you from time to time for study/care/charge. If you fail to account for any property that may be entrusted to you or for which you are responsible, we shall have the right to deduct the money value of such property from your dues apart from our right to take any appropriate action as we deem fit which please note.

13. You will keep us informed of any change in your residential address.

14. You will be entitled for all statutory benefits after the successful completion of your probationary period.

15. Please note that should you be found guilty of any misconduct, your services are liable to be terminated by way dismissal without any notice or any compensation whatsoever even during the period of probation.

16. Absence for a continued period of 8 days without prior information and when overstayed for a period of 8 days would make you to lose your lien on the services and same shall automatically come to an end without any notice.

17. Your appointment is subject to your being medically sound and remaining medically fit.

18. You shall automatically retire from the services of the company on attaining the age of 58 years.

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

- a. Copies of educational certificates and mark sheets
- b. Experience certificate from the previous employer[s]
- c. Salary/pay slips from the previous employer.
- d. Copy of your family card.
- e. Three recent passports size colored photograph.
- f. Should Submit Original Certificate Either 10th Mark sheet or Transfer certificate or Degree certificate (any one)

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

You are requested to sign this letter, signifying your acceptance of the same, for our records.

Yours faithfully,
For Venticare Medical Inc

MR. R. MAHESH KANNAN.
General HR Manager

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.



29-Feb-2020

To:

Carmel Raj A
183, Mettu Street, Elenganny (P.O)
Thandrapattu (T.K), Thiruvannamalai (D.T)
Tamil Nadu 606 753

Dear Carmel,

Sub : Offer cum Appointment Letter

We are delighted that to make you an offer to join our team as **Programmer Analyst**.

Please find enclosed, the terms of the offer.

KritiLabs seeks outstanding individuals who are committed to productivity, excellence and team think and who are willing to work in a challenging environment. We believe that technology innovation is the key to progress and KritiLabs has an important role to play in that. With your energy, enthusiasm, skills and talent, we are sure you can help us get there.

Request you to kindly sign your acceptance.

Thanking you

Yours truly,

For KritiLabs Technologies Private Limited

A handwritten signature in blue ink, appearing to read "Mr. V. Srikrishna V", is written over a light blue rectangular background.

Srikrishna V
Director – Business Solutions



We are pleased to make an offer subject to the following terms and conditions:

1. Designation: **Programmer Analyst**
2. You will be on probation for a period of 6 months. Your confirmation will be based on your performance and successful completion of the probationary period.
3. During the probationary period and after confirmation, you will be paid a monthly salary of **Rs.15000/-**. Your monthly salary will be subject to statutory deductions such as PF, ESI, Professional Tax and Income Tax, as applicable.
4. Your individual remuneration is purely a fact between you and the organisation. You are required to maintain this information and any changes hereafter, as strictly personal and confidential.
5. Any change in your personal information should be informed in writing to the organisation within 7 working days of the change.
6. During your service with the organisation, you shall devote your full time and attention to the organisation's business and shall not engage yourself in any other business or service, directly or indirectly, part or full time.
7. Your place of work will be in Chennai. However, if required, your services are transferable to anywhere in India depending on the organisation's interests.
8. In the normal course, you will retire from the organisation on attaining superannuation at the age of 60 years.
9. Any information regarding the organisation's business or any other relevant information shall remain secret and safeguarded by you. You shall abide by the rules, regulations and other benefits of the company, as applicable from time to time, and the organisation has the right to change or modify the terms and conditions of service, at any time it desires. However, change in service conditions, if any, will be communicated in writing.
10. During the term of contractual relationship with the Company and for a period of 2 years thereafter, you will not engage with any other business activity conflicting with or directly competing with the business of the Company. You will also not engage in other activities that conflict with your obligations to the company. Similarly, during the term and for a period of 2 years thereafter, you will not provide any services or accept any contractual assignment / employment with any direct competitors to the company.
11. Your appointment will take effect from your date of joining.
12. Breach of any of the above terms will render you liable for termination of your service, without any notice or salary in lieu of.
13. This appointment can be terminated by the employer, by giving 30 days notice post your confirmation and 1 week notice during probation period. Should you wish to terminate the contract with the company, you can do so by giving 30 days notice.
14. The letter, along with any agreements relating to proprietary rights between you and the organisation, set forth the terms of your employment with the organisation and supersedes any prior representations or agreements, whether written or oral. This letter may not be modified except in writing signed by the organisation and by you.



Please confirm your acceptance by signing the document. We welcome you to join our organisation and look forward to a long and fruitful association.

Salary Breakup

Components	Monthly (Rs.)
Basic	10184
HRA	400
Spl All	3516
Adv Bonus	900
Gross	15000

In addition to salary you will get Rs.3 Lac Medical insurance coverage for family (Self, Spouse & 2 children), and Rs.5 Lac Group Personal Accident insurance cover.

For KritiLabs Technologies Private Limited

A handwritten signature in blue ink, appearing to read "M.V. Srikrishna V", is written over a light blue rectangular background.

Srikrishna V
Director – Business Solutions

I hereby accept the terms and conditions of the offer and confirm to join on _____.




PRASANTH RAO S
DEVELOPER

ID: V2E20021008
Joined Date : 27.10.2020
Expire Date : 31.03.2022



TERMS & CONDITIONS

1. This card is the property of V2etechnologies & non-transferable it must be surrendered immediately upon cessation of service/employment.
2. The cardholder must wear this ID card while on duty and produce the same on demand by security staff or any authorized official of the organization.
3. ID card Loss/theft should be reported immediately to the issuing Authority
4. The cardholder is responsible for their card at all times.

 9361244312,
9150742177

No:20, 5th Lane, 4th Cross Street,
Indira Nagar, Adyar, Chennai - 20.

v2etechnologies@gmail.com
www.v2etechnologies.com



01 May 2021

Antony Seviyar

1/508C, Periyannayagi nagar
Michael puram(post) Sankarapuram(T)
Villupuram(Dt), 605702

Dear Antony,

Sub: Letter of Engagement

Further to completion of Internship, we are glad to engage you as **Contulant – Trainee Programmer**, in IT Development department from **1st May 2021** to **31st Jan 2022**.

Your monthly service fee will be **INR 13,300/- (INR Thirteen thousand three hundred only)**. **TDS shall be deducted as per law**. This engagement can be terminated by KritiLabs by giving one-week notice. Should you wish to terminate the services with the company, you can do so by giving one-month notice.

Upon successful completion of 9 months, your performance and contribution will be evaluated and decision on continuity will be taken on revised terms.

All information regarding the organisation's business or any other relevant information shall remain confidential and safeguarded by you. This association may not be modified except in writing signed by the organisation and by you.

Please confirm your acceptance by signing the document.

Thanking you

Yours truly,

For KritiLabs Technologies Private Limited

A handwritten signature in blue ink, which appears to read "Mr. V. Srikrishna", is written over a circular blue stamp. The stamp contains the text "KRITILABS TECHNOLOGIES PRIVATE LIMITED" around the perimeter and "CHENNAI" in the center.

Srikrishna MV

Director – Business Solutions



Entrans Technologies Pvt. Ltd.
14, Sakthivijayalakshmi Nagar,
2nd Street, Velachery,
Chennai, Tamil Nadu 600042
E - support@entrans.io

August 24, 2021

Dear Mr.RENI RATHINAM,

Sub: Internship Offer

We would like to congratulate you on being selected for the internship with our organization. Your internship is scheduled for a period of 3 months, following which, based on your performance and skill, you may be offered a full time employment with the organization. Your internship is scheduled from **27 Aug 2021** to **19 Nov 2021**. You need to report at 10:00 am on all working days at our office during this period.

During the Internship, you would be assigned with tasks and projects that improve your understanding of concepts. Therefore, you are expected to put your best efforts in executing the assignments given to you.

TERMS AND CONDITIONS:

1. **Emoluments:** Your total cost to the company will be **Rs.5,000/- (Rupees Five Thousand Only)** per month.
2. **Internship Period:** During the internship period -
 - a. You will not be entitled to any earned leaves
 - b. Sick leaves can be availed with the consent of the reporting manager
 - c. You understand that participating in the internship program is not an offer of employment.
3. **Confidentiality:** During your internship, you will have access to the organization's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the organization. You will not use it for your own benefit and on completion of internship, you will return all documents, equipment and property of the company in your possession.
4. **Non-Compete:** You shall not compete with the organization in any one or more business lines during a period of six months, after cessation of employment with the organization through voluntary resignation or termination; nor shall you during such period join employment of any of



the companies, firm or organization which directly or indirectly competes with the one or more lines of business of the Company conducted by the organization prior to the date of such cessation.

- 5. Working hours:** The organization mandates 9 hours of work per day starting Monday to Friday each week.

Date of Joining: Your date of joining should be on or before **27 August 2021**.

Best regards,

Joel Stephen

Director, Entrans Technologies Pvt. Ltd.

I have read and understood all the elucidated terms & conditions of the letter completely. All the above clauses terms and conditions are agreed and accepted with the expressed intent to be legally bound.

Date: **24 August 2021**

Acceptance Signature:





DON BOSCO ANBU ILLAM

SOCIAL SERVICE SOCIETY

(Regd. under the Tamil Nadu Registration Act. 27 of 1975, S.No.34/1986)

25, KULANDAI STREET, PARK TOWN, CHENNAI-600 023.

Phone : 044 2535 2101



M. Indukavi

Night Shelter Project Co-ordinator

K. Joseph

Authorised Signatory.

Details :-

D.O.B. : 24-05-1998

Blood Group : O +Ve

Address : Don Bosco Youth Ministry,
Vadaperumbakkam, Maithur nr,
Mdhavaram,
Chennai-600 051.

Contact : 9025121784

Emergency Contact No. : 7094887568

1st March 2021-31st December 2022

This card is a Property of Donbosco Anbu Illam
Chennai and is not transferable.

- This card holder is responsible for its custody and should return to DBAI, Chennai when he/she leaves the agency.
- In case of loss, the organization should be notified immediately.
- If found should be submitted to the anyone of the above address.



BROTHERS INTEGRATED RURAL DEVELOPMENT SOCIETY
(The Sacred Heart Brothers)

BIRDS Campus, Geddalahalli, Kothanur Post,
Bangalore - 560077

birdsbrothers@gmail.com | www.birdsbangalore.org



INFANT JOEL
MMM Project Coordinator

VALID TILL: 31.03.2024



Planet Hope, Chikka Byarathi,
Doddagubbi Post,
Bangalore – 560007.



+91 96775 53489



infantjoel1998@gmail.com



17-01-1998



BROTHERS INTEGRATED RURAL DEVELOPMENT SOCIETY
(The Sacred Heart Brothers)
BIRDS Campus, Geddalahalli, Kothanur Post,
Bangalore - 560077
birdsbrothers@gmail.com | www.birdsbangalore.org



SPS INDIA FOUNDATION

(Social Profit Skilling in Shevaroy Hills)

05/07/2021

Marshal . A
Project Coordinator
SPS INDIA FOUNDATION
The Retreat – Don Bosco, Yercaud
Yercaud – 636 601

Dear Marshal. A

We are pleased to offer you employment at SPS INDIA FOUNDATION. We feel that your skills and background will make you fit for the position of Project Coordinator. You can join us from July 06th 2021. This offer is not a contract of employment and may terminate at any time, with or without cause. But, we would like to offer you a better work experience in our foundation.

We look forward to welcome you as a new employee at SPS INDIA FOUNDATION.

Sincerely,

Fr. SELVA KUMAR, SDB
Director of Shevaroyhills Tribal Development Institute (STDi)
A wing of SPS India Foundation.

DIRECTOR
SPS INDIA Foundation
The Retreat – Don Bosco
Yercaud – 636 601, Salem District
Tamil Nadu, INDIA



The Retreat, YERCAUD - 636 601
Salem District, Tamil Nadu, INDIA



Phone : +91 4281 2221 38
Mobile : +91 99621 46828



info@spsindiafoundation.in
shevaroyhillstribals@spsindiafoundation.in

INNOVATORS : STORYTELLERS

arun
vijay


human resource officer



+91 7092339383
arunvijay@united270.com

BENGALURU @ KOCHI

UNITED 270

 team_united270



VIT[®]

Vellore Institute of Technology
(Deemed to be University under section 3 of the UGC Act, 1956)

VELLORE CAMPUS



Pavithra S

Assistant Professor (Junior)

SAS

Emp. ID: 17433

Sathya Jaganathan
Issuing Authority

FACULTY

MARUDHAR KESARI JAIN COLLEGE FOR WOMEN

Re-accredited with "A" Grade by NAAC

An ISO 9001:2015 Certified Institution

Vaniyambadi - 635 751 | Ph: 04174 225300, 224300

www.mkjc.in

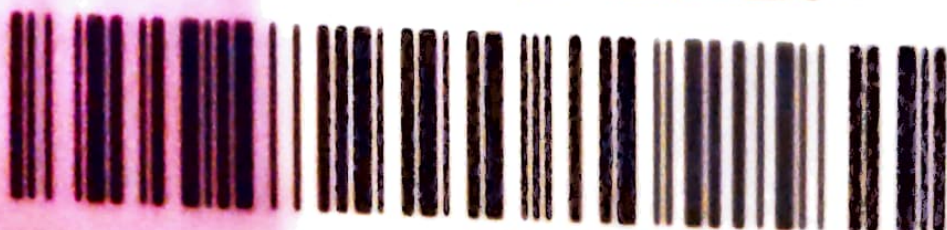
AFREEN . A

STAT04 | ASSISTANT PROFESSOR

Statistics



PRINCIPAL





MONIKA PRAKASH

HR AND ADMIN

PI7474 | CHENNAI

www.precisionit.co.in

Blood Group : AB+

Emergency Contact

+91 99406 80000

Authorized Signature

If found please return to

Precision Infomatic (M) Pvt. Ltd

No.:22, 1st Floor, Habibullah Road,

T.Nagar, Chennai - 600 017,India

T: +91 4433015 000



05-Nov-2020

C4394768

Evanjilinenba Adaikalasami

Shanthi bavanum, No:29/31, Mosque colony 1st street, Maduvankarai, Guindy, Chennai-600032 600032

Management Level - 13

Sublevel - 3

Job Profile - Underwriting New Associate

Job Family Group - Business Process Specialization

Business Deal - Non Contact Center

Dear **Evanjilinenba,**

Based on our recent discussions with you, we are pleased to extend you an offer to join Zenta Mortgage Services LLC (hereinafter referred to as 'the Company' or 'ZMS'), an Accenture group company in **Chennai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time or any alterations/amendments as per the discretion of the Company. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s as per the manner and within the specified time shall result in termination of employment.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet upon joining Accenture but no later than six months of your start date in Accenture, failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 176320** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

Evanjilinenba, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **malathy.mohan** at **9789911958** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Chakravarthy Lakshminarasimhan
Lead-Zenta Mortgage Services LLC

ACKNOWLEDGED AND AGREED:

[Insert full legal name]
Date:

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 152000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 152000	INR 176320

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 152000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the **FY21** (September **2020** to August **2021**) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **16%** of the prorated fixed pay in the **FY21**, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for

coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
 3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
 4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by so sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

INNOVATIVE RETAIL CONCEPTS PVT. LTD.

No.224, 4th Floor, Vijnapura, Old Madras Road,
KR Puram, Bangalore - 560 016
Ph : +91-080-33551000. www.bigbasket.com
CIN No. : U74130KA2010PTC052192



Date: 01-June-20

Mr. PARASURAMAN TIRUNAVUKKARASU,
825, HOUSING BOARD HOUSING BOARD PHASE-2, TIRUPATTUR,
TIRUPATTUR-635601

Dear PARASURAMAN TIRUNAVUKKARASU,

We are delighted to offer you appointment with Innovative Retail Concepts Pvt. Ltd.

Please find details of your offer:

Designation: "HR RECRUITER"

Grade: "7B"

Location: "Chennai"

Date of joining: "01-June-20"

Annual Total Compensation: Your annual total compensation will be INR 267960 (Two Lakh Sixty Seven Thousand Nine Hundred Sixty), excluding indirect benefits. Please refer to Annexure I for detailed compensation break up.

Please note:

- As a prerequisite for employment, you must execute the Employment Agreement ("Agreement").
- Failure to clear the Company's background verification process may lead to termination of the Agreement.
- The details shared in this Agreement are strictly confidential and not to be disclosed to anyone.
- This Agreement may be terminated by either party as per the terms included in the Agreement.

You are requested to read and return a signed copy of the Agreement. Upon your signature below, the Agreement will become binding on both you and the Company.

For Innovative Retail Concepts Pvt. Ltd.

Sabarish S
Assistant Manager - HR

I have read, understood and agree to the terms and conditions as set forth in this employment agreement and the annexure to the same.

PARASURAMAN T

Your name in capital letters

Your Signature

Date: 01-06-2020

Employment Agreement

This Agreement ("Agreement", including any annexes hereto) sets out the terms and conditions of your employment with **Innovative Retail Concepts Private Limited ("IRCPL")**. This Agreement, together with your Employment Offer Letter (Annexure I), constitutes your contract of employment with IRCPL. In addition, you are expected to comply with IRCPL policies and procedures, as amended from time to time. IRCPL reserves the right to amend this Agreement if necessary to comply with applicable law.

1. Employee: PARASURAMAN TIRUNAVUKKARASU

2. Employment:

2.1. The Employee agrees that he / she will at all times faithfully, industriously, and to the best of his/her skill, ability, experience and talents, perform all of the duties required of his / her position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his / her assignments, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this Agreement.

3. Employer and Position Title:

3.1. The Employee will be employed as **HR RECRUITER** by IRCPL or in any other commensurate capacity as the Employer may decide. Although the Employee will be employed by the Employer, the Employer shall be permitted to supply the Employee's services to other entities from time to time controlling, controlled by or under common control with IRCPL.

3.2. During the employment by the Employer, the Employee shall (unless prevented by ill health or accident or by virtue of absence on vacation / holiday or absence otherwise authorized by the Employer) devote his / her time, attention and shall accept any additional office or position without further remuneration in any IRCPL entity at any time, in that event, the Employee shall execute all such documents and agreements as the Employer may consider reasonably necessary for this purpose.

3.3. The Employee is required to work exclusively for the Employer unless he / she obtain prior written consent from the Employer in respect of his / her involvement in outside employment or business activities.

4. Date Of Employment:

4.1. The Employee's employment (and the Employee's period of continuous employment) with IRCPL will commence on **01-June-20**. From the same date, this Agreement shall come into force and effect.

Innovative Retail Concepts Pvt. Ltd.

No.224, 4th Floor, Vijinapura, Old Madras Road, KR Puram, Bangalore - 560016.
Ph: +91 - 080-33551000, www.bigbasket.com \CIN NO: U74130KA2010PTC052192.

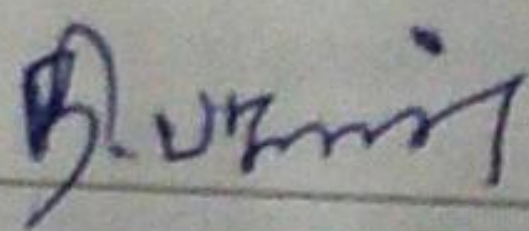


19. Amendment:

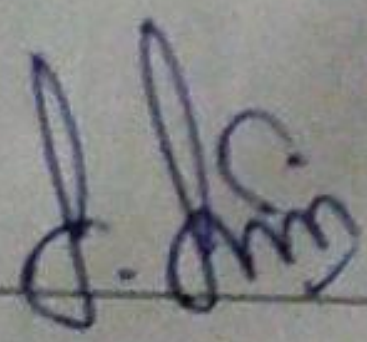
19.1. This Agreement shall be amended or modified only by written instrument signed by both the Employer and the Employee hereto.

19.2. If any provision of this Agreement is held to be invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by the law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the unforesen provision.

IN WITNESS WHEREOF, the Employee has hereunto set his / her hand, and the Employer has caused these presents to be executed in its name and on its behalf, all as of the day and year first above written.

Signed: 

PARASURAMAN TIRUNAVUKKARASU

Signed: 

Sabarish S

Assistant Manager – HR (for and on behalf of Innovative Retail Concepts Pvt. Ltd.)

Innovative Retail Concepts Pvt. Ltd.

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Ph: +91 - 080-33551000, www.bigbasket.com \CIN NO: U74130KA2010PTC052192.



Private & Confidential

Appointment Letter

28-Jul-2021

PRASANTH S SELVAM
#3/90, Periya Garam Vill & Post
Tirupattur Taluk
Tirupattur Tamil Nadu 635901
India

Dear PRASANTH S,

Welcome to CPMSPL!

We are pleased to appoint you on the following terms and conditions.

Designation & Reporting

1. Your designation will be **OFFICER - DST** at Grade **GR1** and you will report to **BOOPATHY P - 518353** at our **SARJAPURA** Office in **KARNATAKA**, on completion of the joining formalities. Please note that your services are transferable and the Company has the right to assign you at any other location, in India or abroad, at its sole discretion. The Company will not entertain any objection or opposition in this regard. Further, please note that any canvassing with regard to transfer of location or other related matters may result in disciplinary action against you.

2. You are required to conduct yourself in a professional manner and to perform your duties and responsibilities diligently & sincerely and with utmost care & dedication.

3. You will attend the office, except when travelling on business with prior approval of your Reporting Manager, during the working hours as may be determined by the Company from time to time.

4. Your appointment is subject to you being certified medically fit by a practitioner recommended by us, and considering the correctness and genuineness of all declaration/s made by you to our satisfaction.

Cost-to-Company

5. Your Cost-to-Company shall be as per the details given in the Annexure A hereto and you shall keep the same, along with other terms and conditions, confidential.

CHOLA PEOPLE AND MARKETING SERVICES PRIVATE LIMITED

(Formerly known as Chola People Services Private Limited.)

Dare House, II Floor, NSC Bose Road, Parrys, Chennai - 600 001.

Phone No: +91 (0)44 4044 5400 | Fax No: +91 (0)44 4044 5550

CIN: U74999TN2016PTC111207 | PAN: AAGCC5481J | GSTIN: 33AAGCC5481J1ZJ

Leave

6. You will be entitled for the leaves as per the applicable leave policy.

7. All the above leaves shall be subject to Company's leave policy from time to time and shall be governed by the Company's rules notified from time to time on the Company's Employee Portal.

Probation

8. You will be on probation for a period of six months from your date of joining the Company. During this period, your services can be terminated by the Company by issuance of 7 days prior notice; similarly, you may resign from the services of the Company by issuing 7 days prior written notice or compensating 7 days gross salary in lieu thereof. It is clarified that you will be deemed to continue on probation until it is duly communicated to you by the Company in writing.

Background Verification

9. Your appointment is made relying upon the information furnished and representation made by you. The Company shall be entitled to conduct reference and background check from all the requisite sources including all your previous employer/s or references given by you; and if the background verification report is found to be negative or any discrepancy or any suppression or misrepresentation or impersonation is noted in regard to you or any of the statements, declarations or disclosures made by you, the Company shall have full right and authority to terminate your services with immediate effect without prejudice to its rights to take appropriate action as deemed necessary in the interest of the Company.

Notice Period

10. After confirmation, your services can be terminated by the Company by issuance of 30 days prior notice. Similarly, you may resign from the services of the Company by issuing 30 days prior written notice or, at the discretion of the Company, by compensating 30 days gross salary in lieu thereof. Please note that you should serve the full notice period in case of termination or resignation, unless otherwise agreed by the Company.

11. The Company also reserves its right to terminate your employment with immediate effect by giving 30 days gross salary in lieu of the notice pay.

12. It is clarified that in the event of termination by the Company on account of breach of terms and conditions herein, Code of Conduct (Annexure B) and General Service Conditions (Annexure C) or any disciplinary grounds, integrity issues, fraudulent activities, unauthorised absence or for any other acts of moral turpitude, the notice pay shall not be payable. It is further clarified that in such instances, the termination shall be with immediate effect at the discretion of the Company. Further, in case of any amount recoverable from you, the same shall be deducted from the salary payable to you and any balance still recoverable shall be paid by you. Further, termination by the Company shall be without prejudice to its rights to initiate appropriate action, including those available under law, against you for any warranting situations attributable to your account.

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13. Your position with the Company calls for mandatory compliance with the notice period, unless relaxed by the Company in writing. Your resignation without compliance with the notice period shall be treated a material breach of your appointment and the Company shall be entitled to insist on your mandatory performance of the notice period and/or claim compensation as aforementioned. Gross salary for the purpose of notice pay mentioned herein shall mean the gross salary inclusive of your location allowance.

14. In case of termination or resignation, you will be required to return all the documents/ materials, etc., that may have come to be in your possession (including but not limited to laptop, keyboard, mouse, data card, etc.,) to the Company, and also return the amount that the Company may have incurred directly or otherwise; failing which the Company shall be entitled to take appropriate action against you. Further, in case you leave the employment within 12 months of your joining, you shall return, by way of deduction from your salary or otherwise, any payments made to you by us towards reimbursement costs incidental to your joining our Company.

15. **Un-Authorized Absence** – If you remain absent from work without any prior authorization for more than five consecutive days, it will be deemed that you are no longer interested in working for the Company and that you have abandoned the employment; in such event, the Company will have the right to terminate your services. In such case, you will not be entitled to any compensation whatsoever. Further, you will be required to return all the documents/ materials, etc., that may have come to be in your possession (including but not limited to laptop, keyboard, mouse, data card, etc.,) to the Company, failing which the Company shall be entitled to take appropriate action against you.

16. **Performance** – Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the Company or you are found unfit or unsuitable for service in the Company, your services can be terminated In accordance with the notice period as provided here in.

Training

17. In the event of your resignation from the services of the Company within 12 months of attending any seminars/conferences/workshop/trainings, etc., imparted for value greater than Rs.40,000/- by the Company, either within India or abroad, you will be liable to reimburse the cost incurred by the Company for the same together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expenses incurred in connection thereto.

Retirement

18. You will automatically retire on attaining the age of 58 years.

Conflict of Interest

19. Your position with the Company calls for your whole time employment and you will devote your time exclusively to the business of the Company. You will not take up any other work for remuneration or any other consideration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the Company.

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Code of Conduct & General Service Conditions

20. In addition to the terms and conditions contained herein, your employment will be governed by the Company's Code of Conduct and General Service Conditions, as amended from time to time. In case of any violation or non-adherence, your employment may be terminated with immediate effect without prejudice to Company's rights to take appropriate action against you.

Governing Law

21. The terms and conditions of the employment shall be governed by the laws of India.

Advertisement

22. You undertake not to use or cause to use the name and/or trademark/logo/intellectual property of the Company, its group companies, subsidiaries or associates in any manner whatsoever without prior written consent of Company. If any law suit or action or claims or anything alike is brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representations in any media, print or electronic or in any other form or for such action caused by you, strict appropriate action shall be taken against you by the Company including but not limited to the recovery of all costs, claims, loss or damages or anything alike arising there from.

General Conditions

23. Your working hours, weekly offs, period of work, public holidays, leave rules, etc., will be governed by the rules and regulations applicable to the Location/Branch to which you will be attached.

24. You will be governed by all the Company's rules and regulations that are in force now and also those, which may come into, force from time to time. The Company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

25. During the course of your employment, your services can be deputed to any other company at the sole discretion of the Company and you will continue to be an employee of the Company.

26. In case of any breach of the terms and conditions herein, you shall indemnify and keep the the Company indemnified at all times against all/any claims, dues, losses or damages caused to or suffered by or would be caused to or suffered by the Company arising therefrom.

Please note that your effective date of joining shall be not later than **02-Aug-2021**, failing which this appointment shall stand cancelled automatically and become ineffective from ab initio

Please submit your acknowledgment as token of your acceptance

We look forward to a long and mutually rewarding relationship with you.

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Phone No: +91 (0)44 4044 5400 | Fax No: +91 (0)44 4044 5550

CIN: U74999TN2016PTC111207 | PAN: AAGCC5481J | GSTIN: 33AAGCC5481J1ZJ

ANNEXURE A

Name	PRASANTH S SELVAM	
Designation	OFFICER - DST	
Grade	GR1	
Location	SARJAPURA	
Component	Monthly	Yearly
Basic	6516	78192
House Rent Allowance	3258	39096
Conveyance Allowance	1600	19200
Other Allowance	3097	37164
Gross	14471	173652
Employer Provident Fund	1346	16152
Employee State Insurance (p.a.)	471	5652
Cost to Company	16288	195456

* Subject to conditions mentioned in Annexure A1

With Best Regards,

Yours sincerely,

For CPMSPL,



Authorized Signatory

CHOLA PEOPLE AND MARKETING SERVICES PRIVATE LIMITED

(Formerly known as Chola People Services Private Limited.)

Dare House, II Floor, NSC Bose Road, Parrys, Chennai - 600 001.

Phone No: +91 (0)44 4044 5400 | Fax No: +91 (0)44 4044 5550

CIN: U74999TN2016PTC111207 | PAN: AAGCC5481J | GSTIN: 33AAGCC5481J1ZJ

Particulars
Group Term Life Insurance: 50 times monthly gross salary or Rs.2 Crores, whichever is lesser.
Group Medi claim Insurance: You will be covered under the Group Health Insurance Policy of the company.
Group Personal Accident Insurance : You will be eligible based on company policy
In case you leave the employment within Stipulated months of your joining, you shall return, by way of deduction from your salary or otherwise, any payments made to you by us towards reimbursement costs incidental to your joining our Company.
Note: Please do not disclose the salary with anybody other than the under signed.
Incentive(if any) is paid based on your performance with respect to your applicable scheme and is inclusive of Bonus (as Applicable) payable under the payment of Bonus Act.

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Annexure A1

- a. AI – Varies based on the business, your role, goals and metric each performance period. Paid for each financial year (i.e., April to March); at the sole discretion of the Company and subject to you meeting the following criteria:
- b. Employee should have joined the Company on or before 31st December of that Financial Year;
- c. Employee should be on the rolls of the Company as on 30th June of the next financial year; and
- d. Employee should not have resigned or serving the notice period on the incentive payment date.
- e. For Employees, who joined during the period April to December, incentive will be paid on pro-rata basis.
- f. For Employees, who have retired, incentive will be paid accordingly.
- LTA – You are entitled to claim either monthly or annually; option once opted can't be changed.
 - SAF – You are entitled to claim either monthly or at the time of your resignation or retirement as per policy.
 - PF – You will be required to contribute to PF in accordance with the Employees Provident Fund and Miscellaneous Provisions Act, 1952. The Company will contribute a monthly amount equivalent to your contribution as applicable under the relevant act. This is inclusive of statutory remittance by the Company towards Employee Pension Scheme maintained with the Regional Provident Fund Commissioner.
 - Gratuity – You will be entitled to receive Gratuity in accordance with the Payment of Gratuity Act, 1972.
 - PC – You will be eligible for Group Medical Insurance for the purpose of hospitalisation. The annual premium towards the Group Medical Insurance will be borne by the Company. Your dependants will be covered as per Hospitalisation Insurance Policy of the Company.
 - OB – You will be eligible as applicable. Please refer Annexure A for your eligibility.



Authorized Signatory

CHOLA PEOPLE AND MARKETING SERVICES PRIVATE LIMITED

(Formerly known as Chola People Services Private Limited.)

Dare House, II Floor, NSC Bose Road, Parrys, Chennai - 600 001.

Phone No: +91 (0)44 4044 5400 | Fax No: +91 (0)44 4044 5550

CIN: U74999TN2016PTC111207 | PAN: AAGCC5481J | GSTIN: 33AAGCC5481J1ZJ

Annexure B
Code of Conduct

CPMSPL (*hereinafter referred to as CPMSPL*) commitment to ethical and lawful business conduct is a fundamental shared value of the Board of Directors, the senior management and all other employees of the Company.

Consistent with its Values and Beliefs, CPMSPL has formulated the following Code of Conduct as a guide and reserves the right to upgrade the same from time to time. The Code does not attempt to be comprehensive or cover all possible situations. It encourages the *CPMSPL* team to take positive actions, which are not only commensurate with the Values and Beliefs, but are also perceived to be so. CPMSPL expects all its employees to implement the Code in its true spirit and in case of any doubt or confusion, to consult his / her immediate superior.

In performing their functions, the directors, senior management and other employees of the Company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations and policies of the Company or that of the group Company/ associate /regulatory as the case may be, in all their dealings with and for the Company or of the group Company/ associate.
- Not use any confidential information obtained by them in the course of their employment whether from the Company or from the group Company/ associate or otherwise, for personal gain, or use / allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the Company or for the group Company/ associate.
- Maintain the principle of need to know and also confidentiality of all material non- public information about the Company or of the group Company/ associate, its/ their business and affairs etc. Not use their status to seek or accept any personal gains or favours from those doing or seeking to do business with the Company or from other employees of the Company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/ Gifts beyond this value have to be handed over to the Company.
- Not share any information regarding the Company, its business and / or affairs with media without the prior approval of the Corporate Disclosure Officer.

This Code shall be read in conjunction with the model standing orders of the Labour Laws. This Code embodies the belief that acting always with the Company's legitimate interest in mind and being aware of the Company's responsibility towards its stakeholders is an essential element of the Company's long term excellence.

Declaration: I PRASANTH S SELVAM having read and understood the above Code of Conduct do hereby accept the same.

Signature:

Date:

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OFFER CUM APPOINTMENT LETTER

MARY ANUSHA P
NO 9 A BLOCK 12TH CROSS, , MAGADI ROAD
BENGALURU
560023
IND

Dear MARY,

On behalf of Amazon Development Centre (India) Private Limited, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of CS Associate for VirtualConC-Bangalore (KA, IN), India.



Sri Saravana Agency

Office : # 338/1Z-4B, Asiriyar Nagar, Vaniyambadi Main Road, TIRUPATTUR-635 601.

Certificate of Employment

This is to Certify that **BHARATH.N** is presently employed with **SRI SARAVANA AGENCY** (Mondelez India Foods Private Limited).

in the following position : **MARKETING EXECUTIVE**. Their employment began on 1 July 2021. This certification is being issued upon the request of BHARATH for whatever legal purpose it may serve issued on 24 september 2021 at Tirupattur.

For **SRI SARAVANA AGENCY**

Arul Raja

Partner

SRI SARAVANA AGENCY
338/1Z-4B, Asiriyar Nagar,
Vaniyambadi Main Road,
Tirupattur - 635 601.

ARULRAJ.A

(General Manager)

Cognultsoft Analytics
"Integrity InBuilt"



Antony Franklin G

COG210001

localiseM

Dear Kalaimani Krishnan,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "Software Trainee" in our organization from October 26th 2020 for a period of six Months.

You will be paid a Stipend of Rs. 7000/ (Rs. Seven thousand only per month).

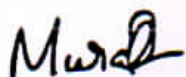
You shall have to submit 2 passport size photographs, Copy of Aadhaar card and original degree certificate. As mutually agreed, You are required to sign the Service Agreement Bond for a period of Two Years.

You shall be governed by all the rules & regulations prevailing in the organization. Your training period and confirmation thereof totally depends on your performance.

If the offer is acceptable to you, Kindly sign on the duplicate copy of this letter as a token of your acceptance and return the same to us on or before October 7th 2020.

Thanking you,

Yours faithfully,
For localiseM technologies private limited



Founder & CEO

Received & Accepted K. Kalaimani (Kalaimani Krishnan)

Branch Office:

Golden rays business centre, Old no. 29 A, New no 53 A,
Lake view road, West Mambalam, Chennai 600 033.



Date: 14-Sep-2021

To,

Preetha,

Tamil Nadu.

Appointment Letter

Dear Preetha,

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as '**Associate CS**' effective from **02-Sep-21** till **01-Mar-22** the company however, reserves the right to change your designation and duties at any time at its discretion.

The appointment shall be subject to following terms and conditions: --

- a) Your Salary Structure shall be as per Annexure (A).

You will be placed at our client "Sutherland Global Services". Your employment is Co-Terminus to our contract with "**Sutherland Global Services - Block A1, Shriram the Gateway, No:16, G S T Road, Perungalathur, Chennai - 600 063, India.**" The detailed job description shall be provided to you at the time of Joining.

- b) Your employment shall continue with "Sutherland Global Services" as long as our contract with "Sutherland Global Services" continues. In other words your appointment shall come to an end once our contract with "Sutherland Global Services" is terminated. Your probation period is for 3 months from your date of joining. Your employment may be terminated by the company either during the period of your probation or the extended period of probation by giving **15** days of written notice or salary in lieu of notice without assigning any reason whatsoever. Similarly you may also terminate the service by giving **15** days written notice or by depositing or adjusting your **15** days salary in lieu of notice. Also leaves will not be adjusted against the Notice recovery at the time of separation.
- c) In the event of your services being terminated for any reasons whatsoever or your leaving the services of the company, you will be obliged to account in and return the property of the company such as, instruments, tools, books, cash etc., held in your possession, custody or charge. Failure to do this will result in the company, with-holding your salary and deducting the value of such property there from and taking such other action, as may be deemed fit.
- d) During the period of your employment, you shall not take up the services or be employed elsewhere or do any work either on your own account or otherwise, other than of the company.

- a) During the period of your employment you will not be absent from duties without sufficient reason and without prior permission. Your absence for a continuous period of 8 days (including absence when leave though applied for but not granted) or overstay for a period of 8 days would make you to loose your lien on the job and your service shall automatically come to an end without any notice or intimation to you by us. It will be presumed that you have abandoned the employment of your own accord and you shall be liable to give us one month's salary in lieu of notice for abandoning the service in such manner.

- b) During the tenure of your service you will not resort to any action, which would hamper work, nor would you resort to any action or activity, which according to our Management is detrimental to its interests. Management will be within its rights to terminate your services forthwith if you are found to have committed the breach of this clause. Your further promotion and increments, if any, shall be at our sole discretion and shall depend on performance of your duties, your eligibility, punctuality, efficiency and other factors and on the recommendations of your superior's etc.

- c) During the period of your employment if any dispute needs to be sorted out, that has to be done through Prompt Personnel Pvt Ltd. No direct interaction to be done for any dispute with Sutherland Global Services. Similarly in case of any clarifications required, the same needs to be get it through Prompt Personnel Pvt Ltd. and not from Sutherland Global Services.

- d) In case service is terminated on grounds of Integrity / Fraud or un informed absenteeism the notice period clause will not be applicable

As a token of your acceptance of the above terms and conditions of the employment, kindly sign the duplicate copy of this letter and return to us. We are happy to welcome you to our organization and wish you every success in your assignments.

For **Prompt Personnel Pvt. Ltd.**



(Authorized Signatory)

I **Preetha** have read the above terms and conditions and accept the same unconditionally and accept this appointment order.

Date:

(Signature)

ANNEXURE 'A'

STATEMENT OF GROSS WAGES

Name : Preetha

Designation : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	6500	78000
B	HRA	2600	31200
C	Other All	542	6498
A+B+C = D	Fixed Pay	9642	115698
E	Variable Pay	3558	42697
D+E = F	Gross	13200	158395
G	PF (Emp. Cont.)	845	10140
H	ESI (Emp. Cont.)	99	1188
I	PT	208	2500
G+H+I = J	Total Deduction	1152	13828
F-J	Net Take Home	12047	144567
K	P.F. (Empr. Cont.)	915	10985
L	ESI (Empr. Cont.)	429	5148
K + L = M	Total (Empr. Cont.)	1344	16133
F+M = N	CTC	14544	174528



August 06,2021



CONCODE : CONBA001640

Mr.**DHINAGARAN S**

267 Jondrampalli(Vill) Kodumampalli(P) Tirupattur,
Tirupattur,
Tamil Nadu-635653.
Mob No.: 7904364336

Dear **DHINAGARAN S** ,

Sub: Offer as "BUSINESS ASSOCIATE"

This is with reference to discussions we had had with you. In this connection, we are pleased to offer you an opportunity to be associated as "**BUSINESS ASSOCIATE**"in our organization under the following terms and conditions:

1. You will be appointed as our "**BUSINESS ASSOCIATE**" on Retainer ship basis for a period of 6 months. This term is subject to renewal at the sole discretion of the Management.
2. You shall be associated with our **BARGUR**, located at NO. 36, LIC OFFICE UPSTAIRS, KRISHNAGIRI MAIN ROAD,BARGUR, KRISHNAGIRI DT,BARGUR-635104. However, you shall report initially at our **BARGUR OFFICE** for induction program and shall report to Branch Head.
3. You shall handle all Business development and recovery functions of **BARGUR**.
4. You will be paid a consolidated retainership fee of **Rs.12170/-per month**.This fee is subject to TDS under the Income Tax Act.
5. You will be entitled for **Minimum Guaranteed Incentive(MGI) of Rs.1000/- per month**. This will be paid alongwith Consolidated Retainership Fees and is adjustable against earned Incentives, if any and is subject to TDS under the Income Tax Act.
6. You will also be paid fixed amount for **Rs.2500/-** per month for **Petrol Reimbursement** subject to allotment of portfolios and production of RC and Driving Licence along with BH approval. This is also subject to TDS under the Income Tax Act.
7. This appointment is purely on contract basis and can be terminated by either party giving one month notice or compensation of one month retainer ship fee in lieu of notice.
8. You are requested to submit the Following Documents :
 1. Xerox of Pan card & Aadhaar card (compulsory).
 2. Copy of Address ID proof.
 3. Proof of Educational Qualification.
 4. Driving License submission is mandatory.
 5. Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.
We welcome you to our organization and wish you all success.

Best Wishes,

HR Department

(Accepted)

Disclaimer: Shriram Transport Finance Co.Ltd do not engage any consultants or agencies for recruitments.

** This is a system generated letter & does not require signature.



Ref: TCSL/DT20217657144/1488729/Chennai

Date: 07 April 2021

MR. REXALIN RAJA PITCHAI
1/6, Arasampattu St, Palayanur,
Viriyyur Post, Sankarapuram Taluk, Kallakurichi Dist,
Tamil Nadu-606402.
Tel# 919786313418

Sub: Joining Letter

Dear Mr. Rexalin Raja Pitchai,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **15th April 2021** , your joining location is **Chennai** , work location is **Chennai** and your stream is **CBO** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

A handwritten signature in blue ink, appearing to read 'Janardhan S'.

Janardhan S
Global Head - Talent Development



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



FANISKO Private Limited
No.5/10, 4th Floor,
Puduvai Nagar,
Ranganathan Street,
Chrompet, Chennai - 600044.
www.fanisko.com

03 Sept 2021

Letter of Intent

Dear Catherine Ragaveena D.S,

You're joining a young and energetic team of creative, passionate and talented associates who have made us what we are today. We know you've got a lot to contribute, so let's get our relationship started!

Further to your application and interviews with Fanisko, we're pleased to inform you that you have been provisionally short-listed for the position of "**Trainee**" at Fanisko. You will be based out of our Chennai office, and would be working with the Senior fellow associates in Chennai office as per the terms and conditions discussed and agreed upon during the course of interview.

During the training period you will be entitled for a stipend of Rs.10,000/- per month for a period of 3 months and on successful completion of your training you will be confirmed on the permanent roll of Fanisko.

You are required to sign a bond for 24 months before the start of the training program in the event of bond breakage you will be required to pay a sum of Rs.1,00,000. You would receive the formal "**Offer Letter**" with all the terms and conditions post joining the organization.

Please note that, due to COVID 19 pandemic, the position will be remote & work from home until the situation gets back to normalcy at which time Fanisko management will make the decision about working from office or continuing remote.

As a token of acceptance, that you have read and understood this "**Letter of Intent**", please confirm your joining date by signing and returning the letter to hr@fanisko.com / reenae@fanisko.com

With best wishes we are looking for a great adventure ahead!

Sincerely yours,
for **Fanisko Pvt Ltd.**,

A handwritten signature in black ink that reads "J. Karthi".

Karthi Jayakumar

Accepted and Agreed:

(Signature & Date)