



# SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956

NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU

DEPARTMENT OF CIVIL ENGINEERING

LIST OF STUDENTS GOT PLACEMENT

ACADEMIC YEAR: 2021 – 2022

Year/Sem: IV Year / VIII Sem

Batch: 2018-2022

S.No	Register No	Student Name	Designation	Name of the Company
1	612318103002	Kondappan A	Junior Trainee Detailer	Eagle Rebar Engineering Services
2	612318103003	Ramya R	Relationship Officer	IDFC FIRST Bharat Limited
3	612318103006	Sandhiya A	Junior Trainee Detailer	Eagle Rebar Engineering Services

*N. B. S.*  
14/12/22  
PLACEMENT COORDINATOR

*[Signature]*  
14/12/22  
HOD

*[Signature]*  
PRINCIPAL  
PRINCIPAL  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

Date: **MAY 01 ,2022**

Ref: ERS/HR/M/APPTO/355

**Mr. A.SANTHIYA  
D/O ANGAMUTHU  
5/426 INDIRA NAGAR  
87 KAVUNDAMPALAIYAM  
KUMARAMANGALAM,  
NAMAKKAL  
TAMIL NADU 637205**

**Appointment as Junior Trainee Detailer**

Dear **Mr. A.SANTHIYA**

This has reference to our offer of employment in **Eagle Rebar Engineering Services India Private Limited (ERS)**. We are pleased to appoint you as **Junior Trainee Detailer** with effect from **27-APR-2022**.

This offer of appointment is based on the information furnished in your application for employment. If, at any time, in future it comes to our notice that any of this information is incorrect or that any relevant information has been withheld, then **Eagle Rebar Engineering Services India Private Limited (ERS)** reserves the right to terminate your employment without notice.

Please note your designation / duties may be changed at the discretion of the Management. The terms and conditions of services applicable to you will be as follows:

**I. A. SALARY**

You will be placed with the **Annual CTC of 144000 /-**. Eagle Rebar Engineering Services India Private Limited (ERS) has specially designed your compensation that helps you to plan your needs comfortably and motivates you to consistently perform at high levels towards contributing both in meeting your personal life and as well as mission and the objectives of the organization.

**B. LOCATION & REPORTING**

Your current place of posting Location is, **Kumaramangalam, Namakkal, Tamil Nadu 637205**. You will be reporting to HR Desk on the Day of joining.

**II. PROBATION**

You will be on probation for six months from the date of joining. After the expiry of the probation period, it is the option of the management either to confirm your services or extend your probationary period and it is purely based on your performance.



**III. MEDICAL INSURANCE**

You will be entitled for Group Medical & Accidental Insurance Scheme as applicable.

**IV. TRANSFER**

The management reserves the right to transfer you to any location or any branch of the organization or to any other associates or subsidiaries with which the organization has or would have an arrangement of operation for providing services.

**V. CONFIDENTIALITY**

It is assumed, that you would not, except in the proper course of your duties, disclose or divulge to any person or persons whomsoever other than in connection with the business of Eagle Rebar Engineering Services India Private Limited (ERS), or yourself make use of any information of a secret or confidential nature acquired by you during the period of such employment relating to the trade or business of Eagle Rebar Engineering Services India Private Limited (ERS).

**VI. NON-COMPETING CLAUSE**

In addition to holding all confidential information as a member of our organization, you will not directly or indirectly engage in services with any of our competitors or start your own consultancy of similar nature during your tenure of employment or two years after leaving the company.

**VII. NON SOLICIT**

During the term of your employment with Eagle Rebar Engineering Services India Private Limited (ERS) and, after your term of employment you shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly direct his or its purchase of the product of Eagle Rebar Engineering Services India Private Limited (ERS) and/or services to himself or any person in competition with the business of Eagle Rebar Engineering Services India Private Limited (ERS).

**VIII. INDEMNIFICATION**

You agree to indemnify Eagle Rebar Engineering Services India Private Limited (ERS) for any losses or damages sustained by it which is caused by you or related to your breach of any of the provisions or obligations set out in this letter.

**IX. TERMINATION**

After confirmation, Eagle Rebar Engineering Services India Private Limited (ERS) can terminate your employment. You will have to give a notice or gross pay in lieu of the notice in case you leave the services of the company. Adjustment of privilege leave against notice period is purely at the discretion of the Management. Notice period will be (90-days)

**X. COOPERATION FOLLOWING TERMINATION**

You agree that, following notice of termination of your employment, you will cooperate fully with the company in all matters relating to the completion of his pending work on behalf of the company and the orderly transition of such work to such other employees as the Company may designate. You further agree that during and following the termination of his employment you shall cooperate fully with the company as to any and all claims, controversies, disputes or complaints over which you have any knowledge or that may relate to your employment relationship with the company. Such cooperation includes, but is not limited to, providing the company with all information known to you related to such claims, controversies, disputes or complaints and appearing and giving testimony in any forum.

**XI. GENERAL CONDITIONS**

- a. You will be required to observe the rules and regulations applicable to all employees of the company.
- b. You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.
- c. During the term of your employment you are expected to adhere to the service conditions of the company that are in existence and framed by the company from time to time.
- d. Your employment is subject to your being medically fit as confirmed by a Registered Medical Practitioner.
- e. You are advised to visit our Eagle - Rebar Application frequently by using your credentials which has been provided by HR Dept. for practicing and following the laid down HR policies such as Leave Policy, Official News, Information from HR Desk, etc. for your access and benefit.
- f. You are required to abide by the rules and regulations under various regulatory and government authorities and amendments from time to time.
- g. You would devote the whole of your attention and abilities exclusively to the business of the company and shall in all respects obey and conform to the regulations from time to time issued by the company and applicable to you, shall at all times well and faithfully serve the company and use your best endeavors to promote the interest thereof.

**XII. JOINING**

As per our records, your date of Joining is **27-APR-2022**.

**XIII. ACCEPTANCE**

If the foregoing terms and conditions are acceptable to you, please confirm this in writing indicating your understanding and acceptance of the terms on duplicate copy of this letter, which should be signed by you and returned to us.

We take this opportunity to extend a warm welcome to Eagle Rebar Services.

Wish you a long and enjoyable career with Eagle Rebar Services!

Yours sincerely

For **Eagle Rebar Services**

For EAGLE REBAR ENGINEERING  
SERVICES INDIA PRIVATE LIMITED,

*E. Jegatheesh*  
DIRECTOR

*Sandhya A*

**Jegatheesh Eswaran**  
Management / Chief Executive Officer

**EAGLE REBAR**  
ENGINEERING SERVICES INDIA PRIVATE LIMITED

[www.eagle-rebar.com](http://www.eagle-rebar.com)



10-05-2022

**Ramya R [ ID: 136681 ]**

**Door No 14/26, Street No 6, Sattaiyampudur**

**Namakkal Tamil Nadu -637211**

**ramyakowski7501@gmail.com**

Dear **Ms. Ramya R,**

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the "company") and your role is **Relationship Officer-Group Loans** and grade is **Assistant** respectively. You are expected to join on or before **01-07-2022** ("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be INR **14584.00**. The position is currently based at **Thiruchengodu-02 Branch, Salem Region**. Please refer the Annexure-1 for break-up of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following, in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,

For **IDFC FIRST Bharat Limited**



**C Amuthavel**

Head - Human Resources

I, **Ramya R**, Son/Daughter of **Ramesh P**, do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **01 - July 2022**
2. PAN number: **FFMPR0319D**

**Signature**

**Authenticated by:**

**Signature:**

**Date:**

**Name:**

**Employee ID:**



Annexure:1

<b>COMPENSATION DETAILS</b>
-----------------------------

Employee Name	Ramya R
Grade	Assistant
Department Name	BUSINESS
Location	Thiruchengodu-02 Branch

Components	Per Month (in Rs.)	Per Annum (in Rs.)
Basic	2917.00	35004.00
House Rent Allowance	1459.00	17508.00
Special Allowance	6805.00	81660.00
<b>Guaranteed cash</b>	<b>11181.00</b>	<b>134172.00</b>
Statutory Bonus	2236.00	26832.00
Employer's PF	1167.00	14004.00
<b>Total Fixed Pay</b>	<b>14584.00</b>	<b>175008.00</b>

Monthly net take home (in Rs.)	
Guaranteed Cash	<b>11181.00</b>
Statutory Bonus	2236.00
Employee's contribution to Provident Fund	1167.00
<b>Net take home before tax (in Rs.)</b>	<b>12250.00</b>

Note:

- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Company to the fund.
- ESI contributions shall be made by the Company to ESIC for applicable employees.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice-pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.



**C Amuthavel**

Head - Human Resources

08-05-2022

Ref: ERS/HR/M/APPTO/381

**Mr. A.KONDAPPAN**  
**S/O ARJUNAN,**  
**70 SEERANGAMPALAYAM**  
**SIRUKALANJI, PERUNDURAI,**  
**ERODE, TAMIL NADU 638751**

**Appointment as Junior Trainee Detailer**

Dear **Mr. A.KONDAPPAN**

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**VI. NON-COMPETING CLAUSE**

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- You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.
- During the term of your employment you are expected to adhere to the service conditions of the company that are in existence and framed by the company from time to time.
- Your employment is subject to your being medically fit as confirmed by a Registered Medical Practitioner.
- You are advised to visit our Eagle - Rebar Application frequently by using your credentials which has been provided by HR Dept. for practicing and following the laid down HR policies such as Leave Policy, Official News, Information from HR Desk, etc. for your access and benefit.
- You are required to abide by the rules and regulations under various regulatory and government authorities and amendments from time to time.
- You would devote the whole of your attention and abilities exclusively to the business of the company and shall in all respects obey and conform to the regulations from time to time issued by the company and applicable to you, shall at all times well and faithfully serve the company and use your best endeavors to promote the interest thereof.

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As per our records, your date of joining is 01-07-2022.

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If the foregoing terms and conditions are acceptable to you, please confirm this in writing indicating your understanding and acceptance of the terms on duplicate copy of this letter, which should be signed by you and returned to us.

We take this opportunity to extend a warm welcome to Eagle Rebar Services.

Wish you a long and enjoyable career with Eagle Rebar Services!

Yours sincerely

For Eagle Rebar Services

X Accepted  
A. V. R.

EAGLE REBAR ENGINEERING  
SERVICES INDIA PRIVATE LIMITED,  
49, NATHAKADU,  
Valasakkalpatti Post, Gangavalli Tk,  
SALEM - 636 105,  
TAMIL NADU INDIA - rebar.com  
CELL: 98427-34092.

For EAGLE REBAR ENGINEERING  
SERVICES INDIA PRIVATE LIMITED,

Page 3 | 3 F. J. R.  
DIRECTOR

admin@eagle-rebar.com  
helpdesk@eagle-rebar.com

www.eagle-rebar.com

*[Signature]*

01288 - 258612  
01 984243109

*[Signature]*  
14/12/22

PRINCIPAL  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

# HCL || Final Confirmation || 2022

1 message

Raginee Kotchre <raginee\_kotchre@hcl.com>  
To: Raginee Kotchre <raginee\_kotchre@hcl.com>

Mon, Aug 1, 2022 at 3:39 PM

Classification: Public

<<Candidates Email ID Marked in BCC intentionally>>

Dear Candidate

Hope this mail finds you well.

Congratulations!! The below students have been selected for the opportunity with HCL.

Sr.No	Student Name	Graduation College	Graduation Specialization/Branch
1	Yashwanth Rathnam S	Dhanalakshmi srinivasan college of engineering coimbatore	CSE
2	Shravani S	Ballari Institute of technology and management	CSE
3	Pramod V Dibbadamani	Shri Dharmasthala Manjunatheshwara College of Engineering and Technology.	EEE
4	AKASH S	NSS COLLEGE OF ENGINEERING,PALAKKAD	ECE
5	SAMARTHA H B	Malnad College Of Engineering	CSE
6	Mallikarjun H Dolli	MVJ College of Engineering	ECE
7	Prathiba R	Vidya Vikas Institute of Engineering and Technology	ECE
8	Dikshitha VN	RYM ENGINEERING COLLEGE	ECE
9	SG VAIBHAV	RYM ENGINEERING COLLEGE BELLARY	CSE
10	Divya D S	Rao Bahadur Y Mahabaleshwarappa Engineering college Bellary	CSE
11	Nithyashree V A	University BDT College of Engineering Davangere	EEE
12	Hamsitha B	Sapthagiri college of engineering	ECE
13	Nandita D Nilange	KLE Institute Of Technology	ECE
14	Anjali Joshi	KLE Institute of Technology	EEE
15	Shiva Kumar M	Jawaharlal Nehru National College Of Engineering Shimoga	ECE
16	A S NAVEEN	NIE Institute Of Technology	ISE
17	Prajwal D	Reva University	EEE
18	Nandini R	Sapthagiri College of Engineering	ISE



19	Prakruthi. B. P	Sri Venkateshwara College Of Engineering	ECE
20	Mayureshwar Sharad Rede	KLE Dr.M S Sheshgiri College Of Engineering and Technology, Belagaum	EE
21	Manasa S H	Cambridge Institute of Technology	ECE
22	Brunda V	Vemana institute of technology	ECE
23	Soumya Hirekumbi	KLEIT Hubli	ECE
24	Nikhita P	GM Institute technology	ECE
25	Mahesh.R	BNM INSTITUTE OF TECHNOLOGY	EE
26	Sarulatha R	Government College of Engineering, Thanjavur	ECE
27	DHIVYA D	Government College of engineering,salem-11	CSE
28	Sukumar	Skcet	CSE
29	Basavaraj B	P.S.V College of Engineering and Technology	ECE
30	R. Swetha	New Prince shri bhavani college of engineering and technology	ECE
31	Jakcin Manoj . J	St . Xavier's Catholic College of Engineering	ECE
32	SHOBHANA S	Bannari amman institute of technology	CSE
33	Vijayaragavan R	Chennai Institute Of Technology	CSE
34	MANOJKUMAR R	Anna University Regional Campus Coimbatore	CSE
35	Shanmugavalli R	University College of engineering Dindigul	CSE
36	Jensi G	Government college of engineering- tirunelveli	CSE
37	Jeeva J	Builders Engineering College	CSE
38	Y.shrikiran	Thangavelu Engineering College	IT
39	Akshay Jayan	Government Engineering College, Idukki	ECE
40	NARESH D	RAJALAKSHMI INSTITUTE OF TECHNOLOGY	ECE
41	Amit Shekhar Magadum.	KLE TECHNOLOGICAL UNIVERSITY,HUBLI	ECE
42	Ananth kumar G	AMC ENGINEERING COLLEGE	CSE
43	Abdul Azeez	Channabasaveshwara Institute of Technology	EEE
44	Yukthashree GP	UBDTCE, Davanagere	ECE
45	Prethika A S	K.L.N.College of Engineering	ECE



46	Naziya R	C.Abdul Hakeem college of engineering and technology	IT
47	Sreejitha v	Jawaharlal college of engineering and technology	CSE
48	Swaminathan J	Sri Sai Ram Institute Of Technology	ECE
49	Jayasanthi.T	Government college of Engineering, Thanjavur	ECE
50	Varsha R B	Mepco Schlenk Engineering College	ECE
51	DEEPAKVENKATESH	Dr.Mahalingam college of Engineering and Technology	CSE
52	Sivasri M	Government College Of Engineering-Bargur	CSE
53	Sevvanthi S	Thanthai Periyar Govt Institute of Technology, Vellore	CSE
54	Mohammed Muin A	The Kavery Engineering College	CSE
55	VIJAYAKUMAR. E	Arunai engineering college	CSE
56	Saran Kumar M	Adhiyamaan college of engineering	IT
57	G SRUTHI	Panimalar Engineering College	ECE
58	Karthick S	Prince Dr.K.Vasudevan college of engineering and technology	CSE
59	Surya Prakash G	PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY	IT
60	Karthik Subramanian	College Of Engineering,Guindy	ECE
61	Shalini.M	Sengunthar engineering college	CSE
62	RISHIVARDHAN T R	RAJALAKSHMI INSTITUTE OF TECHNOLOGY	ECE
63	KAVIYASRI S	SRM Valliammai Engineering College	IT
64	Nagarjuna B	Sri Venkateshwara college of engineering	ECE
65	Ramya R	Bapuji Institute of Engineering and Technology	ISE
66	Saiprasanna S Kuragodi	KLE Technological University	ECE
67	Prajwal M S	Sri Venkateshwara College of engineering, Bangalore	ECE
68	Basavara; D	Ballari institute of technology and management	EEE
69	Raghavendra bhandage	Tontadarya college of engineering	ECE
70	Nagarjuna M	NIE institute of Technology	CSE
71	Bheemaraya	Dr Ambedkar institute of technology Bengaluru	CSE
72	Sai Kiran M U	Reva University	ECE

73	ARPITHA H N	University BDT College of Engineering, Davanagere	CSE
74	Sooraj V Shetty	Mangalore Institute of Technology and Engineering	ECE
75	Reshma R	Amruta Institute of Engineering and Management Sciences	CSE
76	S.Darshan	MVJ College of engineering	ECE
77	H Harikrishna Pai	St. Joseph Engineering College Mangaluru	CSE
78	Jyothi S Deshpande	KLE Institute of Technology	ISE
79	Spoorthi R Subedar	M S Engineering College	CSE
80	Divya Yadav N E	Dr Ambedkar institute of technology	ECE
81	Sidharth patil	Central university of Karnataka	ECE
82	Shashank DR	Sapthagiri college of engineering	ECE
83	Jeevika M R	University BDT College of Engineering	CSE
84	Greeshma R	Vidya vardhaka College Of Engineering	ECE
85	Rudra.kumar vishwakarma	Sambhram institute of technology	CSE
86	Tejaswini P R	Dhanalakshmi College of Engineering	



31 Aug, 2022

## Offer Letter

Dear Mr. Duraimurugan Kumaran ,

We are pleased to offer you the position of “ **Software Engineer Trainee** ” in our company, Kasadara Technology Solutions Private Limited subject to terms and conditions of employment as set forth in the OFFER of EMPLOYMENT. Based on the careful evaluation we have done, we are confident that you will contribute well to the development of our company and have a very fulfilling career in Kasadara.

Please find below the terms of our offer listed below and if you find them acceptable, please sign and send the ‘Offer Acceptance Letter’ included with this offer no later than your joining date - 01 Sep, 2022 .

### **1. INTERNSHIP, TRAINING, AND PROBATION:**

- By accepting this offer, you are agreeing to participate in the Kasadara Internship Program. The program includes workshops, self paced training, and projects that can range in duration from a few weeks to a few months.
- Upon satisfactory completion of our Internship Program, you will receive an appointment letter confirming your date of joining as a full-time employee of Kasadara.
- You will be in training during the first 6-9 months of your employment. After your training you will be assigned to a team with whom you will work and learn on the job. This training will be in Coimbatore and your subsequent posting will be in either Coimbatore or Bangalore based on our requirements.
- You will be on probation for a period of 6 months from the start of your full-time employment, during which time the company will evaluate your performance. If your performance is found satisfactory, the company will confirm your employment upon the completion of the probation period, and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for evaluation. If the performance is found not satisfactory, the company is at liberty to terminate your services giving 7 to 30 days notice or payment in lieu of the minimum notice period.

### **2. AGREEMENT PERIOD:**

In consideration of the employment opportunity provided by the Kasadara Technologies Pvt Ltd, Employee, intending to be legally bound, agree to the following.

- This agreement is effective from the Date of Joining and shall remain in effect throughout the term of employment with the Employer i.e., for a period of 3 years thereafter.
- Employer will be investing on Employee by providing extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee. Inconsideration of this, employee undertook to stay in employment of the Company for the above contract period.
- In case the employee, for any reason, resign from duties before the contractual period he/she may be entitled to reimburse the salary costs (including any other costs that may be incurred for training and development programs) on pro rata basis for the rest of the months of the contract period or the costs for one year whichever is higher.

### **3. WORK TIMINGS:**

- Each employee, based on their roles and responsibility, is entitled to flexible work timings with the following constraints.
- Usual work timing is between 9:30 AM and 6:30 PM from Monday to Friday, so that you are able to complete 40 hours of effective work per week plus 5 hours of weekly company activities including training.
- You have to ensure that you are available for all relevant customer meetings and team meetings and interactions.

Kasadara Technology Solutions Private Limited

2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indira Nagar, Civil Aerodrome Post

Electronics Estate, Coimbatore, Tamil Nadu 641014



#### **4. COMPENSATION & OTHER BENEFITS:**

- Your salary will be Rs. INR 1,44,000.00 ( One Lakh Forty Four Thousand INR ) per annum.
- There will be no deductions from the salary except for the TDS towards your Income Tax if applicable. Further clarifications on the salary structure may be obtained in person from the HR department.
- In addition to the salary mentioned above, you will be covered under the company sponsored Mediclaim.
- Your salary will be reviewed annually as per our present policy. Changes in your salary are discretionary and are based on your performance during the period and other relevant criteria.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of our present assessment of your skills and experience. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your colleagues in the company except those who have been designated as having the authority to know your salary details.
- You will be eligible for holidays on Saturdays and Sundays and on all declared public holidays. In addition, you are eligible for 18 working days of paid leave per annum for a full time permanent employee.

#### **5. INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION:**

- You shall not use or disclose any technical confidential information of the company such as company proprietary information, technical data, trade secrets or know-how, research works, inventions, formulae, technology, design, drawing, engineering, hardware and software information, computer programming to any person, firm or corporation without a written consent from the management.
- You shall not use or disclose any business related confidential information of the company such as product plans, pricing details, products and services, customer list, source of supply, financial data, production plans or any other business related information to any person, firm or corporation without a written consent from the management.
- Any Intellectual Property or Patent worthy know-how developed by you during your period of internship or employment will be the property of Kasadara.
- You agree to sign a nondisclosure agreement to the effect that you will not disclose to any unauthorized person or party, any of the confidential material that you will have access to in your capacity as an employee of Kasadara.
- Access to Internet/E-Mail is only for official purpose during work hours. Personal use is allowed during non-working hours.

#### **6. TERMINATION:**

- At any time during the employment, if you decide to leave the company, you agree to give a 90-day written notice in order to enable the company to find and train a replacement for your position.
- If your performance drops below expectations and you are not able to show the necessary improvement under our performance improvement plan, or if any irreconcilable differences arise, the company will terminate your employment with a 30-day notice period. If the termination of employment is due to integrity issues, no notice period will be provided.
- In the event of termination of employment when you are committed to a project/customer, you shall be required to enable a smooth transition with the required transfer of knowledge to the person assuming your responsibilities.
- On communication of the termination/resignation of your employment with the company, you will return all the confidential information and business related information in your possession to your Manager. You may retain only the information that is required for the work assigned by your Manager and return it before your departure.
- On communication of the termination/resignation of your employment with the company, you should ensure that all the memory devices, ID card and any other company property are returned to the HR Administration Department to get the 'No Dues Certificate'.

## 7. CONFLICT OF INTEREST:

- As a full-time employee of Kasadara, you are not entitled to take up any activity for remuneration (part-time or otherwise) as an officer / director / consultant / equivalent in any other organization without the knowledge and consent of the management.
- You cannot release any decision plan / competitive bids / any other relevant information about the company that prejudices the interest of the same.
- Employees of Kasadara cannot accept commission / share in profits / other payments / loans of any value or entertainment expenses / gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

## 8. GENERAL RESPONSIBILITIES:

- You may be required to undertake travel on company work for which you will be reimbursed as per the company policy.
- You shall maintain in your safe custody any physical and electronic documents and other company assets and return the same when the work for which these are required is completed.
- You shall inform the company of any changes in your personal data within 3 days of the occurrence of such change.
- At Kasadara, we are committed to ensuring Integrity and Excellence in all dealings with our customers, suppliers, business partners, and with each other. We require every employee of Kasadara to uphold these Core Values of our company.

## 9. CODE OF CONDUCT:

- Our dress code requires our employees to wear presentable outfits (formals or smart casuals). Fridays are casual dress days, but it still excludes what may be considered "extreme fashion" like torn jeans, etc.

Please note that the Rules and Regulations of the company will be modified / updated on a periodic basis with the intent to enhance the work culture of the company while improving the company's competitiveness in the market. We are looking forward to you joining our company and making significant contributions and having an extremely satisfying professional career with us.

Welcome to the Kasadara Team!

For Kasadara Technology Solutions Private Limited

  
AUTHORIZED SIGNATURE

Shenba Vignesh  
Manager - People and Culture

Acceptance of Offer

(Signature of Prospect Joinee)





13-July-2022

Glarance A

1/83 VEDIYARASAM PALAYAM, PALLIPALAYAM, NAMAKKAL -638006

Dear Glarance,

This has reference to your application and subsequent interview you had with us wherein you agreed to accept the employment terms and conditions including 2 years' Service Bond Letter clause.

We are pleased to appoint you to the position of "Associate Engineer - Technology" with effect from 13-July-2022. As a "Associate Engineer - Technology" you will be a part of Professional Services Team headed by, Jin Ok Cho. Your CTC per annum is INR 3,00,404/-. A breakup of your CTC details is provided as Annexure2 to this letter.

The General Terms and Conditions of Service of Verticurl Marketing Pvt Ltd. with such modifications as may be made from time to time will apply to you. A copy of the current General Terms and Conditions is annexed hereto.

You will be required to do such work as will be assigned to you from 8:30 AM IST to 6:00 PM IST. The provisions of the Industrial Disputes Act will not be applicable to you as you will not be a "Workman" within the meaning of the said Act.

During the term of your employment with the Company, you shall not engage in any other employment. You shall also not act in any way which either conflicts with your duties and obligations to the Company or contrary to the policies or the interests of the Company or any of its associated companies. You will maintain strict confidentiality and secrecy.

You will maintain strict confidentiality and secrecy.

Either party may terminate this Letter without any default or any reason by giving the other party three (3) months' mandatory notice.

If the above terms (including the General Terms and Conditions) are acceptable to you kindly sign and return the duplicate copy of this letter in token of your acceptance.

Yours faithfully  
For Verticurl Marketing Private Limited

  
Cyril Fernandez M  
Manager – Human Resources

I Accept.

Name:  
Emp No.:

Date of Signature:

Verticurl Marketing Private Limited  
Tower B, 1<sup>st</sup> Floor, India land Tech Park, CHIL-SEZ Area,  
Keeranatham Main Road, Saravanampatty, Coimbatore – 641 035. Tamilnadu, India.  
T +91 422 2980155, 2980255, 2980355  
CIN: U74999TZ2009PTC021013  
GST No. 33AADCV2270K12C

verticurl.com



**ANNEXURE 1 TO APPOINTMENT LETTER DATED 13-JULY-2022 OF GLARANCE A**

**1. DEFINITIONS, INTERPRETATION AND EFFECTIVENESS**

- 1.1. Unless the contrary intention appears and / or the context otherwise requires in addition to the terms defined elsewhere, the definitions listed in Schedule I (Definitions) shall apply throughout this Letter. The interpretation and /or construction of this Letter shall be in accordance with the rules of interpretation annexed and marked Schedule II (Interpretation).
- 1.2. The Letter shall come into effect from the Effective date.

**2. APPOINTMENT**

- 2.1. Subject to the terms and conditions of this Letter, the Employer hereby appoints the Employee as the **Associate Engineer - Technology** of the Employer with the job description set out in Clause 5 of this Letter on the terms and conditions set out in the present Letter and the Employee has agreed to the same.

**3. TERM OF EMPLOYMENT**

- 3.1. The Employment with the Employer will commence from the Effective date onwards subject to the terms and conditions of the Letter.
- 3.2. The salary payable to you during and after your probation is as follows;

Salary Break – up		Annual (INR)	Monthly (INR)
Basic Pay		1,20,162	10,013
HRA		60,081	5,007
Statutory Bonus		10,009	834
Special Allowance\Flexi Benefits Plan **		88,552	7,379
<b>Fixed CASH Components</b>		<b>2,78,804</b>	<b>23,234</b>
Provident Fund (Employer Contribution)		21,600	1,800
<b>Total CASH Components</b>		<b>3,00,404</b>	<b>25,034</b>

\* TDS as applicable

- 3.3. Your salary will be paid after applicable taxes are deducted at source.

## **4. PROBATIONARY PERIOD**

- 4.1. Any Employment with the Employer is subject to a probationary period of 3 (three) months from your date of joining. The Employee until intimated in writing regarding his confirmation shall continue to be in probation. The Employer reserves the right to extend the period of probation without assigning any reason for the same whatsoever.

## **5. JOB DESCRIPTION AND DUTIES**

- 5.1. The Employee's main job description and duties will be set by the Line Manger.
- 5.2. The Job description /duties set out are only indicative and not exhaustive and the same may be modified from time to time in the interest of both the parties.
- 5.3. The Employer reserves the right to require any employee to change his or her job description or to require them to perform different jobs consistent with their status and any such change will not constitute a change in terms and conditions of this Letter. It is the Employee's duty to perform his or her duties to the best of his or her ability and to comply with the duties implied by law.
- 5.4. The Employee shall be a part of Professional Services Team headed by **Jin Ok Cho, VP-Operations** from Verticurl Pvt Ltd.

## **6. PLACE AND HOURS OF WORK**

- 6.1. The Employee's office location will be in Coimbatore and the Employee will also be required to move in the event of any change in the office location.
- 6.2. The General business hours of the Employer are **8:30 AM IST to 6:00 PM IST**. The Employee's normal work hours per week will be 40 (forty).
- 6.3. The Employee may be required to commit to flexible working hours from time to time depending on the project deliverables. The Employee may also be required to work before and after regular business hours and also on holidays depending upon the exigencies of the work demand for which no additional remuneration will be paid. The Employee must not delegate his responsibility assigned to him.



## 7. TERMS OF EMPLOYMENT

- 7.1. The Employee must devote his or her whole time, attention and abilities during the hours of work to do his or her duties towards the Employer.
- 7.2. The Employee must not delegate his responsibility assigned to him.
- 7.3. The Employee shall not hire, supervise or pay assistants except as specifically directed in writing in advance by the Employer.
- 7.4. The provisions of the Industrial Disputes Act 1947 will not be applicable as the Employee is not a Workman within the meaning of the Act.
- 7.5. The Employee should promptly attend the work in accordance with the hours of work stated in Clause 6.2.
- 7.6. In the event that the Employee is constantly late for work, it may be treated as an act of misconduct and shall be liable for disciplinary action.
- 7.7. The Employee is required to deal with the Employer's money, material and documents with utmost honesty and professional ethics. The Employee shall be terminated with immediate effect if found guilty at any point of time for moral turpitude, dishonesty, theft or misappropriation in dealing with the Employer's material and documents.

## 8. LEAVE

- 8.1. The Employee shall be entitled to six days (06) of casual leave and five days (05) of sick leave and eighteen days (18) days of annual leave for each calendar year and to be calculated on pro-rata basis.
- 8.2. The Employee is not entitled to casual leave and annual leave during the Probation period.
- 8.3. The Employee shall not be entitled to encashment to casual leave/sick leave/annual leave under any circumstance. In the case of casual leave/annual leave/sick leave not availed by the employee, the same will lapse automatically at the end of the calendar year.
- 8.4. Female employees are entitled to 26 weeks of maternity leave.
- 8.5. The Employee is not entitled to combine the leave periods.
- 8.6. Prefixed & Suffixed holidays/weekly off are not treated as leave. Any intervening holidays/weekly off days falling within the leave period will not be counted as leave.
- 8.7. If an employee joins before 15th of the month, that month is considered for calculating the entitlement of leave for the year.



- 8.8. The Employer is under discretion to approve or reject leave, if the employee avails or extends the leave without obtaining the prior permission of the managers. Disapproved or rejected leave will be considered as loss of pay.
- 8.9. The Employer shall unilaterally change the above-mentioned clauses, at their sole discretion.
- 8.10. The Employee is required to give at least two days' notice of his/her intention to avail leave.

## **9. NOTIFICATION OF SICKNESS**

- 9.1. The Employee is entitled to payments for periods of authorized absence due to sickness in accordance with the current statutory sick pay scheme where applicable.
- 9.2. The Employee must inform the management of the Employee by 9.00 A.M on his/her first day of absence.
- 9.3. The Employee in the event of absence for the period of four (4) – seven (7) days continuously on the account of sickness or injury is required to provide a Self-certifying certificate.
- 9.4. The Employee in the event of absence due to sickness for more than seven (7) days is required to furnish a medical certificate provided by a doctor or hospital immediately and also thereafter at weekly intervals.
- 9.5. The Employee shall be liable to dismissal in the event of furnishing a false statement regarding absence and also the employee shall also be liable to disciplinary action for unauthorized absence.

## **10. TRANSFER/SECONDMENT**

- 10.1. The Employer shall be entitled to transfer or second the services of the Employee with continuity to any of the branches or sister concern companies or any third party/client whether existing or which may be set up in future whether in or outside India without any change in the terms and conditions of the employment at the sole discretion of the Employer.
- 10.2. The Employer shall in the event of transfer to a location outside of India will be entitled to a modification of remuneration in accordance with the cost of living conditions of such location.

## **11. CONFIDENTIALITY**

- 11.1. For the purpose of this Letter, the term confidential information and material shall include but is not limited to all information belonging to the Employer and his clients related to their services, products, customers, business methods, strategies, practices, internal operation, pricing and billing, financial data, costs, personal information, suppliers, contracts, sales, technology, computer

software and systems, inventions, developments, trade secrets of every kind and character, confidential information designated by the Employer as confidential and all other information that might reasonably be considered as confidential.

- 11.2. The Employee shall acknowledge that the confidential information and material regarding the Employer and his clients have been disclosed or will be disclosed only for the purpose of assistance in the performance of his/her duties.
- 11.3. The Employee shall also acknowledge that such information and material shall remain the property of the Employer.
- 11.4. The Employee shall acknowledge that confidential information and materials shall be utilized only during the term of employment and this right shall expire on the discharge or resignation of the employee.
- 11.5. The Employee shall not use for his benefit or for the benefit of any other person or entity except as specifically authorized in writing in advance by the Employer any confidential information or material either during the term of the employment or any time after his/her termination.
- 11.6. The Employee shall not divulge to any person or entity for any reason any confidential information and material related to and connected with the business of the Employer and its clients, customers and affiliates either during the term of the employment or any time after his/her termination.
- 11.7. The Employee shall not directly or indirectly disclose or divulge to any person, entity, colleagues, co-workers of the Employer including his clients the remuneration or terms of employment.
- 11.8. The Employee shall during the term of employment or after his/her termination irrespective of the manner of the termination shall treat any information whether written, visual or oral supplied to or obtained by the Employee as confidential.
- 11.9. The Employee either during the term of the employment or after his/her termination irrespective of the manner of the termination shall treat trade secrets, client lists, requirements, business arrangements, financial details, technical or commercial affairs of the Employer as confidential.
- 11.10. The Employee shall not without the prior written consent of the Employer disclose to any third party the confidential information in whatever form nor use the same in a manner that may cause loss or injury either directly or indirectly to the Employer.
- 11.11. The Employee shall not retain unless it is necessary for the performance of his/her duties retain any originals or copies of letters, faxes, e-mails, reports, Letters, software programs,



magnetic tapes/discs, notes, CD's, DVD's or other electronic storage media or other documents or data of whatever nature containing the confidential information without the consent of the Employer.

11.12. The Employee shall on the termination of his/her employment is required to deliver to the Employer any originals, copies of such documents, data in his/her possession or control. The Employee shall also provide to the Employer a written confirmation in respect of such delivery.

## 12. WARRANTIES:

12.1. Each Party represents, to the other Party hereto that:

- a. He/She has the full power and authority to enter into, execute and deliver this Letter and to perform the transactions contemplated hereby;
- b. the execution and delivery by such Party of this Letter and the performance by such Party of the transactions contemplated hereby have been duly authorized by all necessary corporate or other action (if applicable) of such Party;
- c. this Letter constitutes the legal, valid and binding obligation of such Party, enforceable against such Party in accordance with its terms; and
- d. the execution, delivery and performance of this Letter by such Party, and the consummation of the transactions contemplated hereby, will not (i) violate any provision of the organizational or governance documents of such Party (if applicable), (ii) require such Party to obtain any consent, approval or action of, or make any filing with, or give any notice to, any Governmental Authority (other than any filing or approval as may be required by the Employer pursuant to the Companies Act, 1956 or the Companies Act, 2013, as applicable) or any other Person pursuant to any instrument, contract or other Letter to which such Party is a party to or by which if such Party is bound, other than the statutory approvals and approvals of the Board and shareholders.

12.2. In addition to the representations and warranties provided in Clause 12.1 above, the Employee represents, warrants and undertakes to the Employer that:

- a. He/she is not subject to any obligations or commitments which are inconsistent with his obligations under this Letter or which could be potentially inconsistent with his obligations under this Letter;
- b. He/she has obtained appropriate advice from legal counsel in relation to his obligations under this Letter; and



- c. He/she is fully aware that any of the obligations contained in this Letter will not impair his ability to fair, adequate and reasonable livelihood.

**13. NON-COMPETE & NON-SOLICITATION**

- 13.1. The Employee shall undertake that he/she shall not directly or indirectly during the continuance of the employment and for a period of 2 (two) years from the date of termination/resignation of employment own, manage, operate, join, have an interest in, or participate in the ownership, management, operation, or control of, or be otherwise connected in any manner with any corporate, partnership, trust, estate, association or other business entity which directly or indirectly competes or shall be in competition to the business of the Employer.
- 13.2. The Employee shall during the period of employment and for a period of two years following his/her termination with the Employer irrespective of the circumstances or the reasons of termination shall not directly or indirectly solicit, hire, employ or assist anyone else to solicit, hire or employ any other employee of the Employer.
- 13.3. The Employee shall not at any time directly or indirectly seek to induce any employee of the Employer to leave the employment of the Employer and become associated with or perform services of any type for any third party.
- 13.4. The Employee shall not during the period of employment and for period of 2 (two) years following the termination of his/her employment irrespective of the circumstances or reasons of the termination directly or indirectly solicit, induce or encourage any customer or vendor of the Employer to shift their business with the Employer to a third party or to terminate their business relationship with the Employer.

In the event of breach of Clause 13, the Employee shall be liable to pay Rs. **752373/-** as damages which shall not constitute as a penalty to the Employer.

**14. MISREPRESENTATION OF FACTS**

- 14.1. The Employee is required to display integrity and honesty in every aspect of his/her professional life. In the event it is discovered that before or after joining the Employer, the Employee has knowingly and willfully misrepresented facts regarding his/her personal background, educational qualifications, previous employment or any other issue, the Employer reserves the right to withdraw the letter of appointment or terminate the service of the Employee without notice or any other liability on its part.

## 15. INTELLECTUAL PROPERTY RIGHTS

- 15.1. For the purpose of this Letter, the term "works" shall include articles, write ups, reports, commentaries, analysis or drawings produced.
- 15.2. The Employer shall reserve the rights in all the works, inventions, processes, innovations, discoveries, developments, designs, techniques, formula improvements, computer programmes and other related technical material related to the business of the Employer.
- 15.3. The Employer shall reserve the rights in all the works that are written, discovered, conceived, made, practiced alone by the Employee or jointly with others during the term of the employment and resulting from such term whether or not they are patentable and copyrightable.
- 15.4. No right will be reserved on the Employee for any work done as it has been done on a reward basis. The Employee shall also execute and transfer if necessary, at any time upon the Employer's request any clarification, affidavit or other documents confirming ownership rights.
- 15.5. The Employee upon request of the Employer and during his/her term of employment, at the expense of the Employer the Employee shall assist the Employer including its attorneys in preparing and prosecuting application for patents or copyrights relating to such works, inventions, processes and other materials.
- 15.6. The Employee shall also execute all papers in connection with the performance of all tasks that may be reasonably necessary to protect the rights of the Employer and to vest in it or its assigns ownership of the inventions, applications, copyrights and patents herein contemplated.
- 15.7. The Employee shall inspect all computers immediately brought within his/her charge and print a listing of all software loaded on the computer's hard disk.
- 15.8. The Employee shall not use any software for which appropriate license has not been obtained and shall observe the conditions of all the legal software used by the Employer.
- 15.9. The Employee shall be responsible for and shall be liable for the consequences of any illegal or pirated software or failure to comply with the terms of the license in respect of any software being used by the Employee or which is found on his/her computer.

## 16. NEGLIGENCE

- 16.1. The Employer shall be the sole judge of any act or omission that amounts to negligence and inconsistent with the terms and conditions of the terms of the employment for which the Employee shall be liable for appropriate legal action including immediate termination of employment.



16.2. The Employer shall be entitled in the event of breach of the terms and conditions of the employment to temporary and permanent restraining orders and also injunctions to prohibit such breach.

16.3. The above-mentioned clause is not meant to limit the remedies that the Employer has at law or equity for the breach of any of the terms of the employment and the Employer reserves the right to proceed on more than one cause of action.

## 17. GRIEVANCES

17.1. The Employee shall raise any grievance to the line manager.

## 18. PRIVACY

18.1. The Employee shall abide by the terms and conditions set out in the Privacy notice and added as schedule to this Letter. The terms of the Privacy notice are subject to any changes made in the General Data Protection Regulations 2018 and the Data Protection Act 2018.

## 19. TERMINATION

### I. Termination without Cause

19.1. Subject to the provisions of Applicable Law, this Letter can be terminated by either Party at any time after giving a written notice of 3 months ("Termination Notice"). The Employee will continue to be bound by duties of good faith and fidelity to the Employer during the Termination Notice period.

19.2. The Employee hereby agrees and undertakes that he shall not be entitled to claim compensation for termination of his employment other than as stipulated in the terms of this Letter. Provided that nothing contained herein shall prohibit the Employer from taking steps to obtain injunctive or prohibitive reliefs against the Employee for breach or violation of its obligations under this Letter.

### II. Termination with Cause:

19.3. The Employer shall be entitled to terminate the services of the Employee for Cause immediately.

19.4. The Actions that amount to a cause to terminate shall be solely determined by the Employer.



19.5. It is understood by the Employee that if he absconds or stops engaging in employment for any reason whatsoever without the approval of the Employer, the same shall be termed as unauthorized termination and the Employer is entitled to enforce the Service Bond Agreement.

19.6. Upon termination of this Letter, the Employee agrees to immediately deliver to the Employer all of the Employer's Confidential Information, Employer property, equipment and materials (including correspondence, tapes, drawings, notes, plans, designs or other equipment and materials of whatsoever nature and all copies thereof) made, compiled or required by the Employee in relation to his duties under this Letter and concerning the business, finances or affairs of the Employer.

## **20. EFFECT OF LETTER**

20.1. The terms and conditions contained in the Letter shall ensure to the benefit of and shall be binding on both the Employer and Employee including the successors and assigns of both the parties.

## **21. NON-ASSIGNABLE**

21.1. This is a personal service contract between the Employer and the Employee and shall not be assigned by the Employee.

## **22. DISPUTE RESOLUTION**

22.1. In the event of a dispute / disagreement, mutual discord, a dispute will be deemed to arise when one party serves on the other party a notice stating the nature of the Dispute (a 'Notice of Dispute')

22.2. The Parties to the dispute shall attempt in the first instance to amicably resolve such dispute through mutual consultations. If the dispute is not resolved within 30 days from the date of commencement of discussions or such longer period as such Parties mutually agree in writing, then a Party may refer the dispute to arbitration. The arbitration proceedings shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time. The arbitration shall be conducted by a sole arbitrator, mutually appointed by the parties, and the decision of the Arbitrator shall be final and binding upon the parties. The arbitration proceedings shall be conducted at Coimbatore. The language for such Arbitration shall be in English.

22.3. The Cost for Arbitration shall be borne by both the parties equally.

22.4. Notwithstanding anything contained in the Arbitration Act, in order to facilitate the comprehensive resolution of related disputes, and upon request of any Party to the arbitration proceeding, the arbitration tribunal may, within ninety (90) days of its appointment, consolidate the arbitration proceeding with any other arbitration proceeding involving any of the Parties relating to this Letter. The arbitration tribunal shall not consolidate such arbitrations unless it determines that (i) there are issues of fact or law common to the proceedings, so that a consolidated proceeding would be more efficient than separate proceedings; and (ii) no Party would be prejudiced as a result of such consolidation through undue delay or otherwise.

22.5. The provisions of Clause(s) 11, 13, 15, 22, 23, 24, 25 shall survive the termination of this Letter.

### **23. GOVERNING LAW**

23.1. This Letter and the relationship between the Parties hereto shall be governed by and interpreted in accordance with Indian law. Subject to the provisions of Clause 22 (Dispute Resolution), the courts at Chennai shall have exclusive jurisdiction in relation to all matters arising out of this Letter.

### **24. JURISDICTION**

24.1. The parties submit all their disputes arising out of or in connection with this Letter to the exclusive jurisdiction of the Courts at Chennai.

### **25. INDEMNITY:**

25.1. Notwithstanding anything contained in this Letter, Each Party (each an Indemnifying Party) shall indemnify, defend and hold harmless, the other Party, its Affiliates, and their officers, employees, agents, assigns and representatives (each an Indemnified Party) against any and all suits, actions, losses, damages, claims or liability (including, without limitation, attorney's fees and expenses) for any injury or death to any person or damage to property of third parties arising out of, or in connection with, negligence or willful misconduct of the Indemnifying Party or its officers, employees, agents, assigns, representatives or Subcontractors.

### **26. FORCE MAJEURE:**

26.1. No Party shall be deemed in default of this Letter to the extent that any delay or failure in the performance of its obligations under this Letter results from any cause beyond its reasonable





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1469766**

## **Letter of Intent ("LOI")**

Dear Yogashini Vijayakumar,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1469766**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1469766**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1469766**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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## ANNEXURE 1

**Yogashini Vijayakumar**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man. Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

**Date: 25-Jan-22**

**Dear Vinitha Sree sivakumar**

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

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

**TERMS AND CONDITIONS:**

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



8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days notice in writing or one 15 Days of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

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



exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

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Ambattur, Chennai Tel:91 44 66768000 , [www.csscorp.com](http://www.csscorp.com)



We look forward to having you on board on between June to August'22. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **2 business days** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

XXXXXX

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

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Ambattur, Chennai Tel: 91 44 66768000 , [www.csscorp.com](http://www.csscorp.com)



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

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Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com



Our ref: VC-INDIA/HR/2021/VSS  
23-Dec-2021

Private and confidential

**Name:** Vinitha Sree S  
Coimbatore

Dear Vinitha,

**SUB.: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for employment with Verticurl Marketing Private Limited ("Company") and the subsequent selection process, we are delighted to in-principally offer you the Role of "**Marketing Technology Associate**".

The date of your joining will be notified to you by us vide a Letter of Appointment. The Company intends to have you join the employment no later than **1<sup>st</sup> August 2022**.

Upon joining the Company your designation will be Marketing Technology Associate. You will be required to undergo a mandatory training program for a specific period of time. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Your **CTC** will be **INR 3,25,000** per annum. The complete breakdown of your compensation will be provided in the Letter of Appointment. On your joining the Company, you are expected to enter into a two years' service agreement upon completion of the probationary period.

The location of your initial reporting and training will be at Coimbatore, Tamil Nadu (India).

The location of posting would be communicated to you upon successful completion of training. The duration of the training and the location of posting will be purely based on business requirements. Your employment will be governed by the rules, regulations and policies of the Company and applicable laws.

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

Verticurl Marketing Private Limited  
Tower B, 1<sup>st</sup> Floor, India land Tech Park, CHIL-SEZ Area,  
Keeranatham Main Road, Saravanampatty, Coimbatore – 641 035, Tamilnadu, India.  
T +91 422 2980155, 2980255, 2980355  
CIN: U74999TZ2009PTC021013  
GST No. 33AADCV2270K12C

[verticurl.com](http://verticurl.com)





The enforcement/validity of this Letter of Intent and the validity of the formal Letter of Appointment which would be issued to you, are subject to your having successfully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during our campus recruitment program and upon satisfactory outcome of the background check to be conducted by the Company.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company.

If you accept this offer, please sign this letter.

I, Vinitha Sree S acknowledge that I have read and understood the terms and conditions of the above offer of employment and do hereby accept the above offer of employment.

**Acceptance date:**

**Signature:**

**Name: Vinitha Sree S**

**\*\*This is a system generated letter hence no signature is required\*\***



## APPOINTMENT LETTER

April 20, 2022

Dear Vaishnavi T,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. 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.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.



- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

## **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## **3. Other Benefits:**

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

#### 4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you 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 your Business Unit Head.

- b. 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.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### **6. Confidentiality:**

- a. 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 the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, 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 the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer 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 the Company.

#### **7. Assignment of Intellectual Property**

In connection with your employment and during the term of your employment, 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,

our  
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.

### 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

### 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment 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.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. 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.
- d. Your appointment shall be treated as withdrawn in case:
  - i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.



- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

appointment  
the date  
Your  
For

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

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the

appointment by submitting a signed copy of this letter of appointment with your original signature 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 employment on the terms and conditions herein.

I shall be reporting for duty on

#### **ANNEXURE I**

#### **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.



- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

#### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).

## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I Vaishnavi T, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents 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 including documents, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE III**

### **SALARY OFFER SHEET**

Name: Vaishnavi T

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.



COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

#### **ANNEXURE – IV**

##### **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
------	-------

End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

#### ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates 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 employment is subject to my aggregate meeting the Company's 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 immediate termination of my employment with the Company.

## **ANNEXURE – VI**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

#### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant

a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

**Travel, Accommodation, Food & Other Miscellaneous Expenses**

**Travel**



- a. 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 salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. 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

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) 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 salary and you would not need to submit bills towards usage of this amount.
- b. 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:
  - i. 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.
- c. 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.
- d. 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.**

**SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

## Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: 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 payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

## Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

## Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

## Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as



per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

### **1. Your Life and Accident Cover :**

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### **2. Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials->

Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



4/24/22, 8:46 AM

Gmail - Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer



Vinitha sree Sivakumar <vinithasreesivakumar@gmail.com>

**Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer**  
2 messages

Vaishnavi thiyagarajan <vaishnavit1807@gmail.com>  
To: vinithasreesivakumar@gmail.com

5 April 2022 at 15

----- Forwarded message -----

From: **Vaishnavi thiyagarajan** <vaishnavit1807@gmail.com>  
Date: Mon, 28 Mar, 2022, 5:51 pm  
Subject: Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer  
To: <mshakthivel86@gmail.com>

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>  
Date: Mon, 28 Mar, 2022, 5:27 pm  
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role.** The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com). Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,



## OFFER LETTER

Date:- 11 April 2022

Ref No: - AMZN/LOI/N/5058810

Employee ID:- AMZN54QY18810

Reporting Date:- 25/04/2022

Helpline No.:- +91 7352868069

Serial No.:- 873810

Job Location:-Chennai

Dear Thanikadharshini Murugesan , Congratulations!

Further to your recent meetings and discussions with us, we are pleased to offer you employment with **Amazon India Private Limited** ("the company") in **The Position of Supervisor**. This letter clarifies and confirms the terms of your employment with the Company. At your job located in your own Place ,Your working hours will be 10 am to 6 pm from Monday to Saturday. This is a permanent Job, you are liable to get formal training of 7 days for better performance. On the terms and conditions set out hereinafter:

### EMPLOYMENT

Your effective date of joining shall be no later than April 25, 2022.

Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

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

### PLACE OF POSTING

You can visit your job location but It is mandatory to take gate pass and identity card through courier, because without gate pass and identity card you cannot visit your job location so when you will be receive your courier you can visit your workshop. So Your initial place of posting shall be at the Job located at your place. However, your services are transferable and you may be assigned / transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person / company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the Relocation Policy of the Company. Parts of the Company operate on a 24X7 basis and are open for 365 days in a year.



## Appendix 1 Salary Break up

COMPONENTS	MONTHLY (INR)	
Basic	22867	
House Rent Allowance	7434	
<b>BASE SALARY (A)</b>	<b>30301</b>	
<b>API (B)</b>	<b>0</b>	
<b>Flexi Pay (C)</b>	<b>6718</b>	
<b>Bouns (D)</b>	<b>1784</b>	
Employer PF	1241	
Employer ESIC	1104	
RETIRAL BENEFITS (E)	2345	
<b>CTC (F) = (A+B+C+D+E)</b>	<b>41148</b>	
Employee PF	1241	
Employee ESIC	1104	
<b>TOTAL DEDUCTION (G)</b>	<b>2345</b>	
<b>NET IN HAND ((A+C+D)-G) Pre Tax</b>	<b>36458</b>	

- a) Annual Performance Incentive is payable as per the prevailing company policy.  
b) The Net Take Home is subject to opting the Flexi options at the time of joining.  
c) Flexi pay may include Meal Coupons, Medical, Conveyance, LTA, Car Hiring and Vehicle Operating Exp.

### Notes:

Dear Candidate, You have to Pay Uniform Security Charge & Application Fee Rs. 1500/ today itself, then you will be receive Unifor Appointment Letter, Gate Pass, Identity Card & Joining Letter, etc through courier (Blue Dart Service) and you can pay Online paym method through bank account. It is refundable amount and it will be refunded in your bank account. This amount will be refunded after 7 days training period.

### PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the Amazon India Limited and such other duties on behalf of the Comp as may be reasonably assigned from time to time by the Company's management.

**Appendix 2** Please come prepared with the following documents (photocopies & originals) on your day of joining:

- Highest Qualification Proof (Mark sheet and Certificate/Degree)
- Pan Card
- Aadhaar Card
- Permanent Address Proof (Aadhaar card/Voter ID card/Passport).
- Current Address Proof (Aadhaar card/Voter ID card/Passport/ Notarized Rent Agreement), in case employee's permanent address and current address are not same.
- 2 Passport size photograph

Your employment with the Company shall be subject to submission of the above documents and required joining forms on the date of joining. Shall you fail to submit the same even within 7 (seven) days of your joining, the Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.

### INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or U.N.-enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

**FITS**

will also be e  
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Eligibili  
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lease

**TIP**



## NEFITS

You will also be entitled, during the term of your employment, to such leaves, medical Insurance, Group Personal Accident and other employee benefits as the Company may offer from time to time, subject to applicable eligibility requirements. The Company does reserve the right to make any modifications in this benefits package that it deems appropriate. Brief overview of benefits currently being offered:

- i. Eligibility for a total of 32 days of Annual leaves every financial year (April-March)
  - ii. Gratuity shall be paid as per the Gratuity Act
  - iii. Eligibility for Provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
  - iv. Eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
  - v. Performance Linked Incentives shall be paid based on performance during the financial year.
- Please refer to the respective policy documents, as updated and available on the Company's HRMS portal for details.

**TIME MANAGEMENT:** You have option to choose any shift, Day Shift – 10am to 6pm, Night Shift – 10pm to 6am

## **COMPANY'S REGULATIONS/POLICIES**

You shall abide and be bound by the Company's regulations/policies as available on company's HRMS portal, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

## **SEPERATION / TERMINATION OF EMPLOYMENT**

Separation/Termination of employment will be applicable in accordance with condition set forth in Separation Policy and Disciplinary, Capability and Grievance Management policy. Categories of voluntary separation are Resignation, Death, Retirement and End of fixed term. Categories of involuntary separation are Non Performance, Sexual Harassment, Misconduct and Absenteeism.

## **TERMINATION OF EMPLOYMENT**

During Probation period, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 15 (Fifteen) day's notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 (Thirty) day's notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with Appendix 3 to this letter of appointment.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment. Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes. Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company. This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Amazon India Pvt. Ltd.** We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join. On your first day of employment, when you will join then please report to along with all the documents as mentioned in the Appendix 2. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

## **DISCIPLINARY ACTION PROCEDURE**

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.



Dear Candidate, we thank you for considering Amazon India Private Limited as your future employer! We have bold objectives:

1. Create the largest economic value for our customers through our fulfillment platform.
  2. Become the default choice for any company looking for supply chain solutions in India
  3. Focus relentlessly on economy in design and execution and pass on the benefits of our frugality to customers
- Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are a battle-hardened force today, flag-bearers for a new generation of fulfillment companies around the world. Our clients and their customers trust us to fulfill our service promises and to build new paths for commerce, maintaining the highest standards of quality, precision and professionalism.

### Appendix 3: STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

If you have any complaints or want any help E-Mail: [onlinejob@amazoncomplain.in](mailto:onlinejob@amazoncomplain.in)

**Note:-** Please fill the form carefully and send it back to company by E-mail at : [info@jobsamazon.in](mailto:info@jobsamazon.in)

WITH BEST REGARDS,



**Arun Kumar Singh (Senior Manager, Human Resource Services)**  
Amazon India Private Limited

**ACCEPTANCE:** I accept the employment with Amazon.in , Inc. According to this letter surely i would like do work with the company :

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

Candidate's Signature



Amazon Development Centre India Private Limited.  
CIN: U72200KA2004FTCO34233

Recruitment Office:- 1st floor, A.K. Paul Road, Behala, Near Madhya Para Rickshaw Stand, Salt Lake Sector-5, Kolkata-700034.  
Corporate Office:- Brigade Gateway, 8th floor, 26/1, Dr. Rajkumar Road, Malleshwaram(W), Bangalore-560055.

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Mar 30, 2022

Ms Thanikadharshini  
thanikadharshini@gmail.com  
m

Candidate Id: CN20220608

Dear Thanikadharshini,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

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

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

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

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



**Annexure I: Annual Compensation Structure**

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

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**

**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

4/24/22, 8:11 AM

Gmail - Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer



Vinitha sree Sivakumar <vinithasreesivakumar@gmail.com>

## Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

5 April 2022 at 14:1

Suren Kumar <surenkumar0212@gmail.com>  
To: vinithasreesivakumar@gmail.com

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>  
Date: Mon, 28 Mar 2022, 18:02  
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role.** The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com). Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys





A Unit of Focus 4D Career Education Pvt. Ltd

Mar 30, 2022

Ms Shalini S  
shas2551@gmail.com  
Candidate Id: CN20220610

Dear Shalini S,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

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

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

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

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

Annexure I: Annual Compensation Structure			
Name	Ms Shalini S	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

**ACCEPTANCE OF OFFER**

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

Name & Signature of the candidate with date of acceptance





Private and confidential

Our ref: VC-INDIA/HR/2021/PV  
23-Dec-2021

Name: Pravinya V  
Coimbatore

Dear Pravinya,

**SUB.: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for employment with Verticurl Marketing Private Limited ("Company") and the subsequent selection process, we are delighted to in-principally offer you the Role of "Marketing Technology Associate".

The date of your joining will be notified to you by us vide a Letter of Appointment. The Company intends to have you join the employment no later than **1<sup>st</sup> August 2022**.

Upon joining the Company your designation will be Marketing Technology Associate. You will be required to undergo a mandatory training program for a specific period of time. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Your **CTC** will be **INR 3,25,000** per annum. The complete breakdown of your compensation will be provided in the Letter of Appointment. On your joining the Company, you are expected to enter into a two years' service agreement upon completion of the probationary period.

The location of your initial reporting and training will be at Coimbatore, Tamil Nadu (India).

The location of posting would be communicated to you upon successful completion of training. The duration of the training and the location of posting will be purely based on business requirements. Your employment will be governed by the rules, regulations and policies of the Company and applicable laws.

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

Verticurl Marketing Private Limited  
Tower B, 1<sup>st</sup> Floor, India land Tech Park, CHIL-SEZ Area,  
Coimbatore - 641 035, Tamilnadu, India.  
T +91 422 2980155, 2980255, 2980355  
CIN: U74999TZ2009PTC021013  
GST No. 33AADCV2270K1ZC

[verticurl.com](http://verticurl.com)



The enforcement/validity of this Letter of Intent and the validity of the formal Letter of Appointment which would be issued to you, are subject to your having successfully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during our campus recruitment program and upon satisfactory outcome of the background check to be conducted by the Company.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company.

If you accept this offer, please sign this letter.

I, Pravinya V acknowledge that I have read and understood the terms and conditions of the above offer of employment and do hereby accept the above offer of employment.

**Acceptance date:**

**Signature:**

**Name: Pravinya V**

**\*\*This is a system generated letter hence no signature is required\*\***





A Unit of Focus 4D Career Education Pvt. Ltd

Mar 30, 2022

Ms Aswini Ramachandran  
aswiniram2001@gmail.com

Candidate Id: CN20220609

Dear Aswini Ramachandran,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

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

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

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

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



A Unit of Focus 4D Career Education Pvt. Ltd

**Annexure I: Annual Compensation Structure**

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

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

  
Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**





A Unit of Focus 4D Career Education Pvt. Ltd

Mar 30, 2022

Mr S.G.GOWTHAMAN  
s.g.gowthaman10@gmail.com  
Candidate Id: CN20220612

Dear S.G.GOWTHAMAN,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

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

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

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

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



A Unit of Focus 4D Career Education Pvt. Ltd

Annexure I: Annual Compensation Structure			
Name	Mr S.G.GOWTHAMAN	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu  
Senior Manager – HR Ops & Strategy

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**





A Unit of Focus 4D Career Education Pvt. Ltd

Mar 30, 2022

Ms PRAVINYA V  
pravinyavasudevan@gmail.  
com  
Candidate Id: CN20220611

Dear PRAVINYA V,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

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

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

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

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



A Unit of Focus 4D Career Education Pvt. Ltd

Annexure I: Annual Compensation Structure			
Name	Ms PRAVINYA V	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu  
Senior Manager – HR Ops & Strategy

---

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**





15<sup>th</sup> July 2022

Dear Mr. Dinesh Balaji

Sub: Offer Letter

Based on the discussions had with you, we are pleased to welcome you to EXTO Family. In EXTO your employment position will start with "Graduate Engineer Trainee". The compensation details and terms and conditions of the offer are herewith enclosed as Annexure A.

You are requested to confirm us upon accepting/ rejecting this offer. In case of any queries in the offer you feel free to contact the undersigned. Upon acceptance of this offer, we expect you to join us on or before **1<sup>st</sup> August 2022**. Your base location will be Bangalore which will be the reporting office for you. Post onboarding, you are required to attend training at our Chennai office for a duration of 3 months.

For joining formalities, you are requested to send the scanned copies of following documents along with acceptance of offer. Please carry original documents for verification at office on the day of joining.

1. Recent Photograph
2. Educational Certificates (X, XII, Graduation – Convocation)
3. ID & Address Proof (Pan Card is Mandatory & any valid address proof)
4. Passport – Photocopy
5. Investment details to account for Income tax (If Eligible)

We wish you a long and successful career at Exto Project Solutions Private Limited.

Best wishes,

Yours Faithfully,

For Exto Project Solutions Private Limited

[ACCEPTED]

Ms. Thanuja B H  
(Lead-Talent Acquisition & Retention)

Mr. Dinesh Balaji  
(Employee)

ANNEXURE ACOMPENSATION BENEFITS

Component (INR)	Monthly	Annual
Basic	12,500	1,50,000
HRA	5,000	60,000
Meal Allowance	2,200	26,400
Children Hostel Allowance	600	7,200
Children Education Allowance	200	2,400
LTA (Leave Travel Allowance)	1,000	12,000
Recreation and Club allowance	1,500	18,000
Telephone and internet	1,000	12,000
Other Allowance	1,000	12,000
Fixed Compensation (a)	25,000	3,00,000
Employer PF Contribution (b)	1,800	21,600
Total Cost to Company (CTC)** (a+b)	26,800	3,21,600

Note: The above-mentioned compensation is a gross salary and is subject to income tax deductions. All the applicable taxes will be withheld from your salary at source as per prevailing laws and regulations. Each employee will be expected to take care of his/her tax planning on an individual basis.

Professional Tax as applicable will be deducted from your CTC.

PF & ESI as per statutory rates will be deducted if applicable.

\*\* Compensation is payable subject to adherence of all applicable policies of the organization

**Confidentiality:**

Your compensation package is unique to you and not for comparison with other employees of the company. Please ensure that your compensation details are confidential information between you and the company. Hence any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered a breach of agreement by you.

For Exto Project Solutions Private Limited

[ACCEPTED]

*Ms. Thanuja B H*

Ms. Thanuja B H  
(Lead-Talent Acquisition & Retention)

Mr. Dinesh Balaji  
(Employee)





## ANNEXURE – B

### EMPLOYEE AGREEMENT

Employment Agreement, between **Exto Project Solutions Private Limited** and **Mr. Dinesh Balaji**.  
For good consideration, the Company employs the Employee on the following terms and conditions.

1. **Term of Employment:** Subject to the provisions for termination set forth below, this agreement will begin on the date of your joining on or before **1<sup>st</sup> August 2022** but not later than this date unless sooner terminated.
2. **Probationary Period:** You will initially be on probation for a period of 12 (Twelve) months from the date of joining. During the Probationary period your performance will be continuously monitored and in the event of any Poor performance, you will be notified with 2 warnings which could be either through email or telephone or personal discussion with your reporting officer or higher authority. Even after the warnings your performance found to be not satisfactory, you will be terminated from service without any compensation paid by the company, upon termination. Upon successful completion of the probationary period, unless notified in writing you will be deemed as 'Confirmed' on completion of your probation period.
3. **Compensation Review:** The Company shall compensate the Employee as per details in Annexure A, payable at regular payroll periods. Employee performance will be measured quarterly against the defined Performance objectives planned quarterly, half yearly and annually. At the end of every four quarters and based on the overall company performance, you will be eligible for an annual increment or pay revisions. This is only eligibility and not a confirmation of annual increases in your CTC. Your growth in role and / or compensation in the Company will be based on your individual Performance. However timely increment is highly dependent on the overall performance of the Company.
4. **Duties and Position:** The Company hires the Employee in the capacity of "**Graduate Engineer Trainee**". The Employee's duties may be modified at the Company's discretion from time to time. You are expected to discharge your duties to the expectation of your reporting officer. You may have to play multiple roles for Projects depending on Project needs. However, Exto will ensure that enough guidance and assistance is provided to you to perform the given role more efficiently.
5. **Employee to Devote Full Time to Company:** The Employee will devote full time, attention, and energies to the business of the Company, and, during this employment, will not engage in any other business activity, regardless of whether such activity is pursued for profit, gain, or other pecuniary advantage. You agree not to undertake employment whether full time or part time, as the Director/Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of the company. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.



6. **Location & Transfer/ Office Locations:** Exto operates its delivery centers from Chennai and Bangalore currently. Its head office is located in California. Exto also has plans to develop new branches in Dubai, Malaysia, UK, and South Africa, in the near future. Your base location & the reporting office will be Bangalore Branch; however, your services are transferable, based on the Project / client & Official reasons. You will be communicated on the same well in advance. While on Deputation / transfer the present conditions will cease and your employment will be governed by the terms of employment of the branch / client you are transferred /deputed to you will be governed by the applicable rules, regulations and policies.
  
7. **Project Locations:** Exto is currently executing Projects that are geographically spread across the world and Exto would plan to expand on the same foot print. Hence the Project locations cannot be predefined. Based on Project needs and your capabilities every employee will be given fair chances to work on site Projects. These on-site opportunities may be on short or long term depending on the nature of opportunities. Since the Primary objective of employing you in Exto is to work on Projects, you are expected to prepare yourself to accommodate for such travels to on site Projects which could be ranging from weeks to months and sometime years. In the event of any unavoidable issues the opportunity may be shifted to the next potential consultant. However, in case there is no such alternate to take over this opportunity or the next consultant has turned down this opportunity, you are expected to plan for the same. Any deviation will be considered as a disciplinary issue. The Onsite expenses model, allowances (if any), work nature etc. will completely depend on the nature of the Project and it will be communicated to you once the opportunity is quite firm.  
In most cases you may have to work from off site for Projects, in which case you might have to shift your office timings considering the Project timings. In this case you are expected to either work from your office location or Project location or customer location.
  
8. **Orientation, Training & Notice period:**  
**Orientation:** Although the employee is experienced in his domain, employee has to be trained on the Product, best practices & specialized skills by the company in the form of orientation. During the orientation phase you will be provided with sufficient inputs that will help you to work independently. Same time during the orientation there are chances that you might experience that the scope of work does not align towards your desire and interest. Similarly, the company also might get a feeling that you are a wrong choice to the company. However, such thoughts cannot be prolonged and hence the exploration limit is set as four weeks from the date of orientation. In case either of the party feels and justifies each other that they are not in line with each other, in the mutual interest of both, they can mutually agree and withdraw their terms of employment with a notice of one week. In such cases no contractual clauses will be in effect and hence neither of them has to pay any additional compensation for the breach of the contract. But after four weeks unless anything mentioned in writing, it's assumed that both parties are acceptable on their terms of employment. In view of such training provided by the company, the employee agrees to serve the Company for a Minimum period of 12 months after successful completion of probation. If the employee has to resign within such period of 24 months inclusive of the Probationary period, then she/he will compensate the Company to the extent of





**"Half of the Portion of the CTC payable for the unfinished portion of the contract, where the contract period is 24 months from the Date of Joining"**

**Training:** Exto promotes various forms of Trainings – In house trainings conducted by Inhouse consultants, Inhouse trainings conducted by external Consultants, any specialized external trainings that are approved by EXTO, On the Job Training, shadowing a consultant who is actively engaged in a Project, Certifications related to Exto's nature of business activity which is approved by Exto.

All these trainings in whatever form will demand an investment of time and effort of the Company, which is invested upon you with an expectation that you will serve the company. Each training is associated with a fixed cost and this fixed cost is amortized over a two-year period per employee undergoing the respective trainings. Hence every employee is expected to serve a minimum of Two (2) years from the date of completion of the training to ensure the company does not lose on the trainings provided.

However due to unavoidable cases if the employee needs to leave the company before the specified period after taking the training, the employee understands the level of investment made on the employee and will repay or compensate the cost of the training associated to the extent of the remaining amount payable for the remaining months that accounts to Two (2) years period. Further, the employee expressly acknowledges that the employer can withhold the relieving order and other papers till such time the compensation is paid.

9. **Notice Period:** Your employment with the company can also be terminated either by the company or by you by giving the other party 2 Months advance notice. However, the Company reserves the right to terminate the employment without assigning any reasons for the termination subjected to prevailing conditions of business, your role etc., In such cases the Company can either allow you to work for the 2 months or decide to relieve you immediately by paying a compensation equal to your 2 months of basic pay, as per your last drawn salary slip. In the event of you deciding to part the company, while you are not engaged in any Project either on site or offsite, you are expected to provide notice period of 2 months from the date of your formal resignation. Though you may prefer to compensate the company with 2 months of your basic pay, its company's discretion to either accept that or demand your service for the notice period duration. Though you may avail your applicable leaves during the compensation period it will not be counted to reduce your notice period. The necessary relieving documents will be provided only after completion of your 2 months' notice period. This is to ensure that the assignments that you handled are not jeopardized. While you are engaged on an Onsite assignment for a short duration which is less than 6 months, your resignation will not be accepted while you are on such an assignment considering Visa requirements and other travel conditions. You are hence expected to refrain yourselves from submitting a resignation while you are engaged in such Projects and plan to submit the resignation once you are back in your work location, the same conditions as mentioned above will apply once your resignation is accepted. In case of long-term assignments, the conditions for resignation will be discussed and decided before engaging into the assignment. You are responsible to provide appropriate knowledge Transfer to the replacement candidate that will be aligned to you once your resignation is accepted.





While you are engaged on an Offsite Project assignment, the expected notice period is 3 months which is needed to find a suitable replacement and bring the replacement consultant up to speed. In this case you are expected to provide the necessary Knowledge Transfer to the replacement. Upon the comfort of the replacement consultant and the client your relieving may be confirmed. However, it will not be less than 2 months and more than 3 months in this case. However, you are expected to refrain from sharing your resignation plans with any of the customer representatives unless and until it's accepted by the Company. Not providing proper notice period will be considered as a disciplinary action which will result in termination of your employment.

10. **Working with Clients:** The Company may require you to perform the duties & undertake assignments for the company in any part of India or abroad, whether at the company's premises or that of its customers / clients. You are also liable to be transferred to any office or branch of the company anywhere in India or abroad. During deputation to any customer / client's premises you shall abide by the terms and conditions pertaining to these premises. You are not expected to share the client references and the nature of the assignment, without prior permission from the client and / or Exto considering the confidentiality maintenance.
11. **Confidentiality of Proprietary Information:** Employee agrees, during or after the term of this employment, not to reveal confidential information, or trade secrets to any person, firm, corporation, or entity. Should Employee reveal or threaten to reveal this information, the Company shall be entitled to an injunction restraining the Employee from disclosing same, or from rendering any services to any entity to who said information has been or is threatened to be disclosed, the right to secure an injunction is not exclusive, and the Company may pursue any other remedies it has against the Employee for a breach or threatened breach of this condition, including the recovery of damages from the Employee. The confidentiality data includes, any documents, presentations and any other Collateral shared with the employees through intranet sites & any other internal social networking site used within the company. Employee will agree to sign the necessary NDA's and / or Confidential agreements that are needed by the client for executing their Project. The signing of such NDA's and confidentiality agreements by the employee will be initiated on the respective defaulter who deviated the agreement norms and it will prevent Exto from any legal or disciplinary actions initiated by the client on the defaulter employee.
12. **Workstation/ Laptop:** The Employee shall be provided with either a work station (Desktop computer) or a Laptop with Bag, mouse and a head set while joining the company, depending on the nature of role. In either case the employee is solely responsible for the proper upkeep and maintenance of the work station/ Laptop. It shall be the responsibility of the Employee to ensure that adequate back-ups of important files are kept in other machines of the company in order to protect the project from suffering any unreasonable delay. In case of any maintenance related issues you will notify the System Administrator & he will plan for necessary corrections. In case of any loss of Laptop or any other company asset, you are expected to immediately lodge a complaint with the local Police station & produce the FIR copy to the System admin for claiming Insurance.





In the event of your failure to file a FIR and assisting the company in Insurance claim, it is your sole responsibility to replace with a new Laptop with the same or higher configuration, which will be validated by the system Admin. The employee will hand over the Workstation/ Laptop along with the Data to the system admin, before getting relieved. The employee will also hand over the other accessories like mouse and head set while relieving. Installation of software's without the written approval the system administrator is a risk on your own. Any actions initiated by the installed software provider will be on you and EXTO will be exempted from any such actions from the software provider. If you are found that you are misusing the laptop for browsing restricted sites you will be entitled for disciplinary action. You are expected to refrain from deleting the company data on your laptop while returning the laptop or desk top to the system administrator.

13. **Reimbursement of Business Expenses:** The Company will reimburse employees for expense which are directly business related like travel expenses, lodging, meals, office supplies, and mileage incurred while traveling on business. Employees must submit the original receipts/Bills for all expenses. Employees should consult with the accounts department/HR prior to business trips to confirm eligible expenses.

All Travel Expenses Claim Submission for the previous month should be submitted on or before 7th day of subsequent month. All Domestic travel expense reimbursements are processed on 20<sup>th</sup> of every month and international travel expense reimbursements are processed on 25th of every month. The advance requests have to be submitted with a minimum notice period of 7 days before the day you expect the amount for spending.

14. **Paid Leaves & Compensatory off:** Employee is eligible for up to 12 days each of Vacation Leave, Casual Leave & Sick Leave in a year based on the joining date. To meet urgent delivery commitments, the employee may have to work additional hours than planned; in such cases the Employee can avail Compensatory off for the additional work hours. Any such compensatory off shall be availed within 2 months following the calendar month in which extra hours were put in, however the compensatory off days need to be approved by your reporting officer.

15. **Medical Insurance:** Employee and immediate family (Spouse & Kids) will be covered under Group Medical Insurance.

16. **Disability:** In the event that the Employee cannot perform the duties because of illness or incapacity for a period of more than **7 days**, the compensation otherwise due during said illness or incapacity will be reduced by **50% (Fifty percent)**. The services will be terminated if the illness or disability continues beyond 3 calendar months. The Employee's full compensation will be reinstated upon return to work. However, if the Employee is absent from work for any reason for a continuous period of over **1 calendar month**, the Company may terminate the Employee's employment, and the Company's obligations under this agreement will cease on that date. However, the employee is liable to fulfill his obligations detailed in Clause 7.1 and the Company is free to pursue that.





17. **Background Verification:** If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
18. **Termination of Employment:**  
Without assigning any cause, the Company may terminate the employment at any time upon 30 days' written notice to the Employee or compensation in lieu of notice. If the Company requests, the Employee will continue to perform his/her duties and will be paid his/her regular salary up to the date of termination. Notwithstanding anything to the contrary contained in this agreement, the Company may terminate the Employee's employment upon 30 days' notice to the Employee should any of the following events occur:
- I. The sale of substantially all of the Company's assets to a single purchaser or group of associated purchasers; or
  - II. The sale, exchange, or other disposition, in one transaction of the majority of the Company's outstanding corporate shares; or
  - III. The Company's decision to terminate its business and liquidate its assets;
  - IV. The merger or consolidation of the Company with another company. Winding up or reorganization.
  - V. In case of violating the code of conduct defined by the company policy
  - VI. Not meeting the minimum performance criteria & objectives set for you for the specified time period by your reporting Manager.
19. **Death Benefit:** Should Employee die during the term of employment, the Company shall pay to Employee's estate any compensation due through the end of the month in which death occurred.
20. **Restriction on Employment after resignation from EXTO:** For a period of (ONE) year after the end of employment
- the Employee shall not control, consult to or be employed by any clients of the company, either by soliciting any of its accounts or by operating within Employer's general trading area. This excludes the possibility of the employee joining EXTO's competitor and such competitor having a contract with EXTO's client.
  - the Employee shall not join the competitor of EXTO's client with whom the employee has worked over the 12 months preceding his / her resignation
21. **Assistance in Litigation:** Employee shall upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.
22. **Effect of Prior Agreements:** This Agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this agreement.





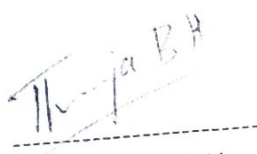
23. **Settlement by Arbitration:** All disputes and differences arising out of this agreement shall be referred to the sole Arbitrator to be nominated by the company. The venue of Arbitrator shall be at Chennai. The employee further agrees to the Company referral to Arbitration in the event the employee has not paid the compensation within one calendar month of intimating the resignation.
24. **Limited Effect of Waiver by Company:** Should Company waive breach of any provision of this agreement by the Employee, that waiver will not operate or be construed as a waiver of further breach by the Employee.
25. **Severability:** If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect. If this agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (or any predecessor thereof) and the Employee shall be deemed reinstated as if this agreement had not been executed.
26. **Assumption of Agreement by Company's Successors and Assignees:** The Company's rights and obligations under this agreement will inure to the benefit and be binding upon the Company's successors and assignees.
27. **Oral Modifications Not Binding:** This instrument is the entire agreement of the Company and the Employee. Oral changes have no effect. It may be altered only by a written agreement signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.
28. **Other Rules & Regulations of the company:** Your appointment 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. You are expected to maintain absolute integrity at all times and not divulge, communicate or pass on any information, which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company.

You are also expected not to communicate any information regarding your remuneration/ terms of employment to any other employee of the company except your immediate superior. Violation of this norm shall make you liable for effective termination from the services of the company.

I accept the terms and conditions mentioned above.

For Exto Project Solutions Private Limited

[ACCEPTED]



Ms. Thanuja B H  
(Lead-Talent Acquisition & Retention)

\_\_\_\_\_  
Mr. Dinesh Balaji  
(Employee)



## ANNEXURE – C

**EMPLOYEE NON-DISCLOSURE AGREEMENT:** For Good Consideration, and in consideration of being employed by Exto Project Solutions Private Limited, the undersigned employee hereby agrees and acknowledges:

1. That during the course of my employ there may be disclosed to me certain trade secrets of the Company; said trade secrets consisting but not necessarily limited to:
  - (a) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.
  - (b) Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plan and Salary details.
2. I agree that I shall not during, or at any time after the termination of my employment with the Company, use for myself or others, or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.
3. That upon the termination of my employment from the Company:
  - (a) I shall return to the Company all documents and property of the Company, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of employ. I further agree that I shall not retain copies, notes or abstracts of the foregoing. (b) The Company may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach. (c) This agreement shall be binding upon me and my personal representatives and successors in interest, and shall inure to the benefit of the Company, its successors and assigns.

I accept this appointment letter without any reservations on any of the clauses stated therein and with full understanding of its contents and its implications.

For Exto Project Solutions Private Limited.

[ACCEPTED]

Ms. Thanuja B H  
(Lead-Talent Acquisition & Retention)

Mr. Dinesh Balaji  
(Employee)





## SILICON HOUSE

### Technology Lives Here

No. 17-G1, Dulcet Block, Olive Apartment, Opp. Carnival Hotel,  
Kakkanad, Kochi - 682 030, India  
E-mail : [info@siliconhouse.net](mailto:info@siliconhouse.net) Visit : [www.siliconhouse.net](http://www.siliconhouse.net)

From,

Silicon House,  
TICEL BIO PARK  
Module 601,602 and 603 6th Floor,  
Phase 2  
Tharamani,  
Chennai - 600113

To,

The placement officer,  
Sengunthar Engineering College,  
Erode,

Dear sir/madam,

Congratulations for getting selected in the campus recruitment process conducted by our company for the position of Trainee Engineer in Silicon House. Refer the below students list who are all getting selected in our organization.

Student's list:

KOKILA K  
Thanikadharshini.M  
Shalini M

Training period will be 3 to 6 months. During the training period we will offer 12 thousand to 15 thousand per month. Upon successful completion of the training at our office student's will be offered a total CTC of Rs.1,92,000/annum to Rs.3,00,00/annum based on student's performance.

Silicon House appreciates your efforts in maintaining the set academic and technical requirements mentioned during the recruitment process. We believe that you will continue to maintain the set standards.

Becoming a Silicon House employee is an achievement you can justifiably be proud of. Let us together make Silicon House the Best Web Hosting -Networking & Domains Company in the world.

Please send a reply to our official email accepting our offer letter.

We welcome you to an exciting journey a career with Silicon House!!!

Best wishes!!!!

regards,  
HR- DEPARTMENT,  
For Silicon House.



## LETTER OF INTENT

Dear Mr. : Bharath D

Mobile No. : 9361860772

Interview Date : June 23, 2022 Thursday- Skype Video Call Interview

We are pleased to inform you that you have been selected for the post of “**Customer Support Executive**” in **Elcamino Software Pvt Ltd.**

We wish you “**All The Best**” and contact us at the below address for your joining procedures.

We request you to submit the list of documents in the office for verification & to begin your joining formalities within 03 days of your interview date. We require 2 copies of all the documents.

### **Elcamino Software Pvt Ltd**

#63, 1<sup>st</sup> Floor, Matangi Enclave, 1<sup>st</sup> Block BEL Layout, Opp. ICICI Bank,  
Vidyaranayapura, Bangalore – 560097.

Contact Name : Dheeraj Sahani / Diwakar V / Prathap

Contact Number : 9845667522 / 9060357123 / 6360105293 / 080 – 40933247.

Google Map Location: <https://goo.gl/maps/3omwc38FHLb19HH77>





**ELCAMINO SOFTWARE**

**List of Documents**

1. Aadhar card (recently downloaded Aadhar preferred - both sides).
2. Pan card & 4 Passport size photographs in FORMAL Dress.
3. Bank account details (passbook/cheque).
4. Educational certificates (10, 10+2, Degree).
5. Local Bangalore address proof.
6. Previous company documents (if experienced).
7. Alternate Contact Number (Your number / your parent's / Guardian's number).
8. Vaccination Certificate.

**DRESS CODE: FORMALS on weekdays & Business casuals on weekends**

<b>ECS - Salary Structure</b>		
<b>Salary Components</b>	<b>Per Month</b>	<b>Per Year</b>
Basic	15000	1,80,000
HRA	0	0
<b>Gross Salary</b>	<b>15,000</b>	<b>1,80,000</b>
PF Employee Deduction 12% of Basic	1,800	21,600
ESI Employee Deduction 0.75% of Gross	113	1,356
Professional Tax (PT)	200	2,400
<b>Welfare Fund Employee Deduction</b>	<b>0</b>	<b>0</b>
<b>Total Employee Deductions (-)</b>	<b>2,113</b>	<b>25,350</b>
<b>In Hand Salary</b>	<b>12,888</b>	<b>1,54,650</b>
PF Employer Contributions 12 % of Basic	1,800	21,600
ESI Employer Contributions 3.25% of Gross	488	5,856
Welfare Fund Employer Contribution	0	0
Bonus Paid Yearly	1,250	15,000
<b>Total Employer Contributions (+)</b>	<b>3,538</b>	<b>42,456</b>
<b>CTC</b>	<b>18,538</b>	<b>2,22,456</b>
10 Festival Allowances if worked on NFH day	968	9,680
Night Shift Allowance per month (Every 3rd month)	1,500	6,000
<b>Incentives</b>	<b>2,500</b>	<b>30,000</b>
Gratuity pay -If Completed 5 years of service	721	8,652
<b>Total CTC</b>	<b>24,227</b>	<b>2,90,724</b>

**Complimentary Amazon Gift voucher of Rs. 10K After completing 5 years.**

\*\*This is system generated & does not require any signature.

# Aravind Thirunavukkarasu, Sengunthar Institutions

From:

Sent:

To:

Cc:

Subject:

Rajesh A <Rajesh.A@allsectech.com>

16 June 2022 11:36

aravind.thiru@scteng.co.in

Nataraj S G; R A Arul

selected and rejected candidates details

Dear Saravanan ,

Kindly find the below candidates shortlisted in telephonic interview.

Kindly update us when can we expect shortlisted candidates to report to office.

Name	Contact Details	Language	HR Status
Hardika	6385898449	English/Tamil	Shortlisted
Rithanya	8220658142	English/Tamil	Shortlisted
Thanikedharshni	7904855250	English/Tamil	Shortlisted
..Rohini..	6369448043	English/Tamil	Shortlisted
Shalini	7603902966	English/Tamil	Shortlisted
Bhuvanesh	9944211036	English/Tamil	Rejected
Ravindra	6374789594	English/Tamil	Rejected
Sowdeshwaran	944380556	English/Tamil	Shortlisted
Nandhini	7010678142	English/Tamil	Shortlisted
Gokul	6383248071	English/Tamil	Rejected
Monish	8428836190	English/Tamil	Rejected
Nandhini Shanmagh	7604864843	English/Tamil	Rejected
Naveen	9865408174	English/Tamil	Rejected
jeeva	8508491388	English/Tamil	Rejected
Dinesh	6382972475	English/Tamil/Telugu	Rejected
Monika	9361236366	English/Tamil	Rejected

Regards

Rajesh A(HR)



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## Aravind Thirunavukkarasu, Sengunthar Institutions

**From:** Dheeraj Sahani <hradmin.blr@elcaminotech.com>  
**Sent:** 23 April 2022 17:51  
**To:** aravind.thiru@scteng.co.in  
**Cc:** saravanan N; career@youthpoint.in  
**Subject:** Greeting from Elcamino Software Pvt Ltd

Dear Mr. Aravind,  
Placement Officer,  
Sengunthar Engineering College, Tiruchengode

The below candidates were shortlisted during the virtual interview held on 21.04.2022,  
for the post of "Customer Support Executive" and the cost to the company of Rs. 18,536 Per Month

All the shortlisted candidates should be present in our premises once done their final examinations or before.

S.No	Name	Department
1	Mohan R	CSE
2	Boopathi Raja K	CSE
3	Gowthaman S G	CSE
4	Bharath D	CSE
5	Dharmalingam D	CSE
6	Kallesh Bharath S	ECE
7	Dinesh K	ECE
8	Jayanth M	ECE
9	Indhuraj B	ECE
10	Naveen Kumar B	ECE
11	Naveen Kumar T	ECE
12	Ganesh Kumaran S	ECE
13	Vasanth Kumar R	EEE

### Reporting Address:

Elcominotech Software Pvt Ltd,  
No.63, 1st floor, Matangi Enclave,

1st block, Bel Layout, Vidyaranyapura,  
Opp to ICICI Banking Sector,

Bangalore,

### Documents should carry while Reporting

1. Updated Resume

2. Bank Passbook
3. Updated Aadhar / Pan Card
4. Passport Size Photocopy - 5
5. Address & ID Proof
6. Semester Marksheet and other Educational Certificates

Note:

The shortlisted candidates should not possess any standing arrears during reporting.

We have various processes; that will decide the candidate's designation during the time of reporting.

--  
Thanks & Regards  
Dheeraj Sahani  
Hr Dept.  
Cell :+91- 9845667522  
E-Mail id : [hadmin.blr@elcaminotech.com](mailto:hadmin.blr@elcaminotech.com)  
Skype Id : dheeraj.sahani.admin.blr



Virus-free. [www.avg.com](http://www.avg.com)





# SENGUNTHAR ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956  
NAAC Accredited with 'A' Grade



TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

## LIST OF STUDENTS GOT PLACEMENT


ACADEMIC YEAR: 2021 – 2022

Year/Sem: IV Year / VIII Sem

Batch: 2018-2022

S.No	Register No	Student Name	Designation	Name of the Company
1	612318106004	Brindha.G	Junior Developer	HCL Technologies
2	612318106024	Prema.K	Junior Developer	HCL Technologies
3	612318106030	Sibiyarasu.S	Junior Developer	MSC Technology India Pvt Limited
4	612318106033	Srivignesh.K	Assistant System Engineer-Trainee	Tata Consultancy Services

  
PLACEMENT COORDINATOR 14/12/22

  
HOD 14/12/22

  
PRINCIPAL



## HCL || Final Confirmation

Inbox



**Madhumita Murali** 5:09 pm  
to me ▾



Hello BRINDHA G,

Thank you for participating in test and interviews on that mentioned schedule.

We are glad to confirm that you have been selected for the opportunity with HCL.

Our onboarding team will reach out to you once we start onboarding.

### Important Points:

1. CTC offered: INR 5.5 LPA
2. Selected Candidates should be willing to work on any assignment assigned by HCL Technologies including 24\*7 operations and Shifts, willing to learn.
3. Selected Candidates should be Willing to work in any location within India or abroad as assigned by HCL Technologies.
4. Service Agreement for 12 Months (as applicable). In case they leave before completing 12 months, they are liable to pay 50K to the organization.





## HCL || Final Confirmation

Inbox



Madhumita Murali 26 Apr

to me



Hello PREMA K,

Thank you for participating in test and interviews on that mentioned schedule.

We are glad to confirm that you have been selected for the opportunity with HCL.

Our onboarding team will reach out to you once we start onboarding.

Important Points:

1. CTC offered: INR 5.5 LPA
2. Selected Candidates should be willing to work on any assignment assigned by HCL Technologies including 24\*7 operations and Shifts, willing to learn.
3. Selected Candidates should be Willing to work in any location within India or abroad as assigned by HCL Technologies.
4. Service Agreement for 12 Months (as applicable). In case they leave before completing 12 months, they are liable to pay 50K to the organization.

**Please Note:**

Your Joining with HCL is subject to BGV Clearance, Re-hire Policy (incase applicable) and Eligibility criteria as follows:

1. Minimum 70% throughout in academics (10th, 12th/Diploma & Graduation) & no Backlogs.
2. B.E/B. Tech Graduation passing Year 2022 & Specialization in CSE/IT/Circuit Branch only.

-Madhumita Murali





## APPOINTMENT LETTER

REF No: JOFF220156

Date: 28 March 2022

To

Mr. SIBIYARASU  
C62, North thottam,  
Amrapoondi(Po), Palani,  
DINDIGUL, 624613

Dear SIBIYARASU,

It is with great pleasure that we welcome you as a new employee to MSC TECHNOLOGY (INDIA) PVT. LTD.. We are very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial association.

We encourage our personnel to take advantage of the opportunity provided and scale new heights in their roles. We hope to see you emerge as one of the valuable and successful team players in our organization.

We are pleased to confirm you being employed by our organization in the capacity of **JUNIOR DEVELOPER - DOTNET** commencing with your start of employment from **28 Mar 2022**. Your base location will be **Chennai**.

WHEREAS the organization will provide highly "Specific Training" as per organization standards pertaining to usage of the product along with business process of the industries (Shipping/Travel/Logistics)

1. Probation & Termination of employment: You will be on probation for a period of six months. Based on your performance, your services will be confirmed in writing at the end of your probation period. The organization may extend the probation period at its sole discretion. The employee will be deemed to be on probation, till confirmation order issued. During the probation period the arrangement would be terminable by either side, by giving at 30 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of notice pay is at the sole discretion of the Management.

On confirmation, this arrangement is terminable by either side at 90 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of salary in lieu of notice is at the sole discretion of the management.

In Continuance with the above clause, no notice or resignation from the services of the Company will be effective if it is given during the period you are on leave and or on the fixed holidays. You will not be entitled to proceed on leave during the notice period. The Company may, however, at its sole discretion, allow you to proceed on leave during such notice period.

2. Working hours:

MONDAY TO FRIDAY \* .. 09:30 HOURS TO 18:00 HOURS.

LUNCH BREAK: .. 13:00 HOURS TO 13:30 HOURS.

\* Working hours are subject to change based on the discretion of the management

3. You will be eligible for annual increment on completion of at least one year of service with the company, as on the date of increment announcement i.e., April 01st every year. The annual increment will be based on your as well as company's performance and will be disbursed at the sole discretion of the Management.
4. You will be entitled to Casual, Sick and Earned leaves & fixed holidays as are applicable under the Company's Leave Policy.  
On termination of services from either side, balance leaves will not be adjusted in lieu of notice period unless there are exceptional reasons. Adjustments for such exception will be at the sole discretion of Management.
5. You will be covered under the Company's Staff Provident Fund that may be in force and amended from time to time.
6. You will be eligible for the company sponsored and administered Employee Benefits Program comprising of pension plan or gratuity plan (as per the Gratuity Act), ESI.

S. SibiYarasu

MSC TECHNOLOGY (INDIA) PVT. LTD.,

PLOT NO.14, 3RD MAIN ROAD, AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058. T : +91 44 71041700  
BRANCH OFFICE : S/Y NO. 144, B B ROAD, YELAHANKA, BANGALORE - 560064. T : +91 80 46180500

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7. The normal age of retirement for the staff is 58 years.
8. You need to follow the company's dress code and standard code of conduct as applicable to you.
9. Standard language for communication will be English.
10. The company shall have a right to terminate you at any time whether during the probation period or thereafter, if your services are found unsatisfactory or at any time for cause. For purposes of this Appointment Agreement "cause" shall mean the following:
  - a) Violations of company or applicable regulatory body policies, rules or regulations
  - b) Insubordination,
  - c) Incompetence, unskillfulness
  - d) Dishonesty
  - e) Unlawful acts or any other misconduct or
  - f) Failure to qualify on the professional skill as informed to us or job-related certification reasonably required by the company.
  - g) Failure to provide Work Experience Certificate from previous Employer stating specifically designation, no. of years worked and your character based on experience.
11. In case of any damage caused to company assets by you, shall liable to make good the loss to the company. Also in case of not handing over the company assets back during exit as assigned to you at the time of joining, the company shall initiate appropriate legal action in order to recover such properties not handed over or to recover the compensation amount.
12. Loyalty: The Employee agrees to use all of his best efforts and diligence in the performance of his duties; he furthermore agrees to loyally promote the interests, and to devote all of his time and energy to the exclusive service of MSC Technology (India) Pvt Ltd.  
  
If employee is found to be professionally engaged with any other organization while working for MSC Technology India, the management reserves the right to cancel his employment with immediate effect and recover the entire amount that has been paid as salary. Further, legal action will be initiated based on the severity of the issue.
13. Morality
  - a) The material violation of any of the terms and conditions of this agreement or any written agreements the executive may from time to time have with the company.
  - b) Inattention to or failure to perform employee's assigned duties and responsibilities competently for any reason other than due to disability.
  - c) Engaging in activities or conduct injurious to the reputation of the company or its affiliates including, without limitation, engaging in immoral acts which become public information or repeatedly conveying to one person, or conveying to an assembled public group, negative information concerning the company or its affiliates.
  - d) Commission of an act of dishonesty, including, but not limited to, misappropriation of funds or any property of the company; the executive commits an act of fraud, misappropriation, embezzlement or other similar act of dishonesty.
  - e) Commission by the Employee of an act which constitutes a misdemeanor (involving an act of moral turpitude) or Engaging in felonious act resulting in material harm to the financial condition or business reputation of the company or any of its affiliates.
  - f) The Employee engages in illegal conduct or gross misconduct which is materially and demonstrably injurious to the commercial interests of the company.
14. Emoluments
  - a) Kindly refer Enclosure I for emoluments
  - b) You shall deposit with us a copy of the mark-sheets and certificates of your final degree examination.
  - c) Without prejudice to other remedies available to the company, you shall be liable to pay to the company all the costs, charges and expenses incurred directly or indirectly by the company during the probation period and/or in connection therewith, in the event of breach of any of the conditions contained in this letter. A certificate stating all such costs, charges and expenses issued by any of the officers of the company shall be final and conclusive proof of payment thereof and shall be binding on you. You hereby agree that all such costs, charges and expenses incurred directly or indirectly by the company and certified by any of the officers of the company as aforesaid together with an amount equivalent to the sum paid to you as salary with all allowances, etc. during the period of training and the amount specified in Enclosure - I payable by you as liquidated damages shall constitute a debt owing to the company and shall be recoverable by the company from you immediately upon you committing a breach of any of the conditions contained in this Appointment Letter.

S. S. Narasu

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15. Confidentiality:

- a) In the performance of your job duties with Company, you will be exposed to Company's Confidential Information/ sensitive business data. "Confidential Information" means information or material that is valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:
- I. Technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence.
  - II. Information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies.
  - III. Information concerning Company's employees, including salaries, strengths, weaknesses, and skills.
  - IV. Any sensitive business data information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business.
  - V. Employees must be cautious when performing their duties, wherein there should not damage, manipulation or misuse business data.
- b) The Employee shall keep Company's Confidential Information / sensitive business data, whether or not prepared or developed by Employee, in the strictest confidence. The Employee shall not disclose such information to anyone inside or outside the Company. Nor will Employee make use of any such Confidential Information for Employee's own purposes or the benefit of anyone other than Company.
- c) Employee's obligation to maintain the confidentiality and security of Confidential Information remains even after Employee's employment with Company ends and continues for so long as such Confidential Information remains a trade secret.
- d) You should keep strictly confidential all trade secrets and proprietary information of or relating to company, including (but not limited to) all non-public plans, procedures, inventions, patents, policies, books, records, lists, documents, data, copyrights, software, directories, techniques and clients. You acknowledge that the same are the exclusive property of organization, even if the same were created, developed, invented, discovered or designed by you during the term hereof.
- e) You should not store / copy any of the organization data to any personal storage device or possess any hard copies of the information related to the confidential business data. In case, you are in possession or come across such data, the same to be submitted immediately to HR.
- f) Details of your salary and other benefits should be kept confidential, if not company will take disciplinary action against you.
- g) If you are found to breach any of the terms condition as mentioned above, failed to adhere to the company policy, such breach will attract strict legal action.
16. Injunctive Relief: Any misappropriation of any of the Confidential Information in violation of this Agreement may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore the Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.
17. Indemnity: The Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of the Employee's breach of this Agreement.
18. Privacy
- a) You agree that you have no individual right to privacy regarding any part of company's premises or property.
  - b) You authorize the company to release basic employment and financial information to third parties inquiring for legal, business or financial purposes.
  - c) You unconditionally and forever agree to the unlimited, non-exclusive use of your name, background information, photograph (s), image and / or likeness in any advertising, publicity, promotional material, all without additional consideration or approvals. This provision also survives any termination of employment.

S. Sibiyaasu

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19. Restrictive Covenant: The Company is in the business of providing various services including services in the Computer Software area. You will acknowledge that

- a) Company's services are highly specialized.
- b) The identity and particular needs of the Company's customers are not generally known by the industry.
- c) Company has proprietary interest in its customers and relationships.
- d) Documents and other information regarding company's services, methods, pricing and costs, as well as information pertaining to company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and constitute trade secrets.

You agree that:

- a) The employer is willing to spend certain funds and resources both direct and indirect, financial and unliquidated related to training upon the express condition that the Employee will not voluntarily resign, leave or otherwise terminate employment for the period of 12 months from the date of training or be involuntarily terminated for cause during the said period of 12 months and in the event of any breach, the Employer can seek injunction as well as liquidated damages from the employee.
- b) For a period of three years after this employment is terminated for any reason, regardless of whether the termination is initiated by the company or yourself, you will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm or corporation who is or was a customer of the Company.
- c) You shall not solicit or take up employment or transact any sort of business directly or indirectly with such customers on behalf of yourself or any other person, firm, company or corporation.
- d) If employee receives Performance incentive, he/she must serve minimum six months with the organization. Alternatively, they can deny such incentives.
- e) In case of Salary Revision, employee must serve minimum six months after the acceptance of the revised salary.

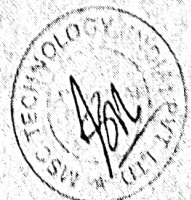
20. Disputes:

- a) Jurisdiction: Any disputes between you and the organization concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Chennai only.
- b) Arbitration: In the event of any dispute, difference or disagreement arising out of or in respect of this agreement or the commission of any breach of any of the terms here in above contained or any claim or liability of any party, the same shall be referred to an arbitrator to be appointed by the COMPANY, whose decision shall be final and binding upon the parties hereto. Such references shall be deemed to be a submission to arbitration under The Indian Arbitration & Conciliation Act, 1996 of any modification or reenactments thereof. The venue of arbitration shall be Chennai.

- 21. In view of the business of the Company, all employees are required to possess a valid Passport and as per statutory requirement AADHAR CARD and PAN Card is a must. In case you do not have one, you are required to obtain the same at your own time and expense and intimate this part to our Human Resources department.
- 22. You will be required to abide by the administrative instructions, rules and regulations and company policies as in force from time to time for the effective and smooth working of the Company. You are expected to engage yourself fully in the Company's business and not to engage yourself in any other employment or business including on part-time basis.
- 23. Background Check: Your employment will be subject to a background check in line with organization background check policy. If the background checks reveal unfavorable results, you will be liable to disciplinary action including termination of service without notice.

If this accurately records the arrangement, kindly return to us the enclosed duplicate of this letter of appointment duly signed by you as a token of your confirmation and acceptance of its terms.

S. S. Phiyarasu



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All communications between you and company shall be deemed to have been effectively served if addressed to the following addresses:

Employer: **MSC TECHNOLOGY (INDIA) PVT. LTD.**

"Kosmo One" Tower-B, 11th Floor, Plot No.14, III Main Road, Ambattur Industrial Estate, Chennai - 600 058

Employee: **Mr. SIBIYARASU**

C62,,North thottam ,,Amrapoondi(Po),Palani,DINDIGUL,624613

Any change in the above addresses of any of the concerned parties, i.e. Employer, "Employee" shall be intimated to the other parties by way of a notice by the party whose address has changed within a period of 7 days from such change.

If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the address of the concerned parties and dispatch by post-delivery of such notices to the concerned addressee at the above address (s) given above will constitute sufficient notice to the parties for all proceedings to be initiated.


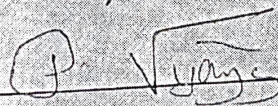
Once again, welcome to **MSC TECHNOLOGY (INDIA) PVT. LTD.**

On behalf of MSC Technology (India) Pvt. Ltd.,  
Authorised Representative

Ms. Jyoti Naik  
Senior Vice President - HR

in the presence of  
Mr. P. Vijayakumar  
Senior General Manager - Finance & Admin

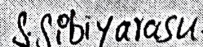


I have read, understood and accepted the above terms and conditions of employment.

Date: 28/03/22

Place: MSC Technology

  
Signature of the (candidate)

**MSC TECHNOLOGY (INDIA) PVT. LTD.,**

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Enclosure - I  
(For Mr. Sibiyarasu S)

Description	Monthly CTC (Rs)	Annual CTC (Rs)
Basic	11,000.00	132,000.00
HRA	5,500.00	66,000.00
Project Allowance	5,700.00	68,400.00
Transport Allowance	3,000.00	36,000.00
<b>TOTAL</b>	<b>25,200.00</b>	<b>302,400.00</b>
Add: Provident Fund	1,800.00	21,600.00
<b>Total CTC - PART (A)</b>	<b>27,000.00</b>	<b>324,000.00</b>
<b>EMPLOYEE BENEFIT</b>		
Project Incentive ( Annual bonus)		27,000.00
Medical Insurance		8,000.00
Gratuity		6,346.00
Earned Leaves		5,077.00
Food Allowance		26,400.00
Training & Development		16,000.00
<b>Total Annual Benefit - PART (B)</b>		<b>88,823.00</b>
<b>TOTAL CTC - PART (A) + PART (B)</b>		<b>412,823.00</b>
<b>Annual CTC in words: FOUR LAKHS TWELVE THOUSAND EIGHT HUNDRED TWENTY-THREE ONLY</b>		

Yours faithfully

For MSC TECHNOLOGY (INDIA) PVT. LTD.

T. VIJAYARUN  
CEO



Verified by

P. Vijayakumar

Senior General Manager - Finance & Admin

I have read, understood and accepted the above salary structure.

Date: 28/03/22

Place: MSC Technology

S. Sibiyarasu  
(Signature of the candidate)

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**Note:**

- I. After completion of one financial year and based on your work performance the company will decide to pay Project Incentive once in a year as per the discretion of the management.
- II. Apart from this you will get Health Benefits (Self+ Spouse +2Children) + Other Standard Benefits as per MSC Technology policy.
- III. Requirements pertaining to grant of exemptions;
  - a) On joining, you would be required to furnish a declaration in the prescribed format pertaining to investments made / proposed to be made by you eligible for exemption under The Income Tax Act, 1961. In the subsequent years, this needs to be submitted latest by April 15 of every year.
  - b) Proofs for investments as declared should be submitted in the second week of January every year failing which TDS would be deducted without considering the investment declaration. Tax deducted and remitted to Govt. A/c. shall not be refunded. Employee should file their income tax returns and claim refund if there is excess deduction on account of delay in submitting the proof of investments.
  - c) All reimbursements would also be subject to TDS in case invoices/receipts are not submitted for the same.
- IV. You are also mandatorily required to submit the details of your income from your previous employer in the current Financial Year in Form XII B.



*S. Sibi Prasad*

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195567445/Chennai**  
**Date: 04/11/2021**

Mr. Srivignesh K  
33/A 9Gandhiji Street,  
Kalipatti,  
Thiruchengode Tk Namakkal-637501,  
Tamilnadu.  
Tel# 91-9943256442

Dear Srivignesh K,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20195567445**

**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Enquiries: 1800 200 2111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## MEMORANDUM OF UNDERSTANDING

BETWEEN



**EduSkills**  
Nation Building Through Skills

EduSkills Foundation ("EduSkills")

AND



Sengunthar Engineering College (Autonomous)

FOR EDUSKILLS MEMBERSHIP PROGRAM

DocuSigned by:



EduSkills Confidential



05.06.2024  
SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205

This Memorandum of Understanding ("MOU") is effective from the date of signatures below ("Effective Date"); hereinafter, each a "Party" or together, "the Parties". EduSkills will be referred as "First party" and other party will be referred as "Second party".

The Parties have been discussing a proposed collaboration in the area of "Skill Development, IT Education and Workforce Development Programs" ("Collaboration Areas").

Now the Parties agree as follows:

**A. NON-BINDING TERMS.**

The Parties understand that MOU is intended only to summarize the current understanding of the parties with respect to the principal terms of the proposed collaboration.

The Parties understand that this MOU is intended only to summarize the current understanding of the Parties with respect to the Collaboration Areas and to facilitate their further discussions regarding certain objectives of the proposed partnership, as more fully described in Exhibit A, which are non-binding on the Parties. The terms and objectives set forth in Exhibit A shall be used for discussion purposes only and shall not be deemed to create any rights or obligations for or on behalf of any Party.

**B. BINDING TERMS**

The Parties hereby acknowledge and agree that the following subsections under this Section B (Binding Terms) shall be binding and create legal rights and obligations on the Parties.

**1. Confidentiality**

In this MOU "Confidential Information" means any information or data, irrespective of the form and nature thereof, that is material to the Party disclosing such information ("Discloser") to the other Party ("Recipient"), including, but not limited to technical know how, specifications, designs, models, software, techniques, drawings, processes, as well as industrial and intellectual property rights, business information, trade secrets, customer lists, financial information, process, costs, sales and marketing plans, information posted on their respective websites or any other information with the Recipient knows or reasonably ought to know is confidential, proprietary or trade secret information of the Discloser.

The Recipient shall at all times, both during the term of this MOU and for a period of at least three (3) years after its expiration or termination, keep in trust and confidence all such Confidential Information, and shall not use such Confidential Information other than for the purpose of fulfilling its obligations under this MOU, nor shall the Recipient disclose any such Confidential Information to any third party without the Disclosing Party's prior written consent. Upon termination of this MOU or written request from the Discloser, the Recipient shall, within fifteen (15) days from such termination or request, return all Confidential Information and any and all copies thereof to the Discloser, or at the Discloser's option, destroy the Confidential Information and any and all copies thereof, and certify such destruction.

The obligations of confidentiality set forth herein shall not apply to information which;

- a. Was rightfully in possession of or known to the Recipient without any obligation of confidentiality prior to receiving it from the Discloser;
- b. Is, or subsequently becomes, legally and publicly available without breach of this MOU;
- c. Is rightfully obtained by the Recipient from a source other than the Discloser, without any obligation of confidentiality; or
- d. Is developed by or for the Recipient without use of the Confidential Information.

The Recipient may only disclose Confidential Information pursuant to a valid order issued by a court or governmental agency, provided that the Recipient provides the Discloser:

- a. Prior written notice of such obligation; and
- b. The opportunity to oppose such disclosure or obtain a protective order.

DocuSigned by:



SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

Page 2 of 5



c. The Confidential Information shall remain the property of the Discloser and no license to any existing or future intellectual property rights or Confidential Information is granted or implied under this MOU. All Confidential Information is provided "AS IS". The Discloser shall not be liable for any inaccuracy or completeness of the Confidential Information, nor are there any express or implied representations or warranties by either party to the other, including with respect to the infringement of any intellectual property rights or any right of privacy, or any rights of third persons.

## 2. Scope

The scope of this MOU does not cover any development work, testing, licensing, distribution, support, sales, or maintenance. Should the Parties decide to pursue such matter that is outside the scope of this MOU, the Parties shall enter into a development, license, distribution, or other appropriate written agreement(s) accordingly.

## 3. Publicity

The Parties hereby agree that no press release or other public announcements regarding this MOU or any agreements contemplated thereby shall be made without prior review and written agreement signed by a duly authorized representative of the other Party.

## 4. Term and Termination

The Parties agree that this MOU shall be effective as of the Effective Date and shall continue in effect until the earliest occurrence of one of the following: (1) the execution of a definitive MOU or definitive agreement relating to the scope of this MOU; (2) written notice by one Party to the other of termination of this MOU; or thirty six (36) months from the Effective Date of this MOU. Section B (including all subsections) shall survive any termination of this MOU. Upon expiry of the Term, it is the intention of the Parties to further progress the solutions initiated under this MOU towards overall achievement of the objectives and outcomes contemplated herein. Second party shall, to this extent, endeavor to continue maintaining and promoting such solutions and projects to further the objectives set forth in the MOU.

## 5. Limitation of Liability

Except for liability relating to either Party's breach of the other Party's confidential information or intellectual property rights, in no event shall either Party be liable to the other Party for any direct, indirect, incidental, special, punitive or consequential damages or loss of profits, lost revenue or loss of data.

Notwithstanding the foregoing, nothing in this MOU shall limit the Parties liability for bodily injury or death caused by its negligence or its liability in the tort of deceit.

## 6. Intellectual property rights

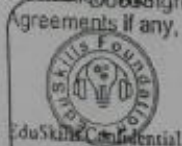
Each Party will retain the exclusive rights, title and ownership of all its pre-existing Intellectual Property, Confidential Information and materials (including, without limitation, proprietary ideas, sketches, diagrams, text, know-how, concepts, proofs of concepts, artwork, software, algorithms, methods, processes, identifier codes or other technology) owned or developed by such Party.

## 7. Governing laws and jurisdiction

The Parties shall make efforts in good faith to amicably resolve all disputes as may arise out of or in connection with this MOU. This MOU shall be subject to and governed by the laws of India and the Indian courts shall have exclusive jurisdiction over any claim arising under this MOU. Notwithstanding the foregoing, either Party may seek interim injunctive relief in any court of appropriate jurisdiction with respect to any alleged breach of such Party's intellectual property or proprietary rights.

## 8. Costs

Unless otherwise agreed upon in writing, each Party shall bear its own costs and expenses arising in connection with this MOU and the possible negotiations, completion and implementation of definitive agreements if any, including but not limited to costs of experts, consultants, lawyers and travel expenses.



03.06.2024  
SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.





## EXHIBIT A

### NON-BINDING TERMS

#### 1. Scope and Intent

EduSkills and Sengunthar Engineering College (Autonomous) have decided to work together for the purpose of expanding digital skills into higher education system through offering various world class technical programs in Networking, Cybersecurity, Cloud computing, automation, RPA and other industry 4.0 skills to their students.

#### 2. Proposed obligations of EduSkills:

- To offer digital content and courses of up to 6 global academy programs to the institution.
- To offer LMS of the academy programs, where ever applicable.
- To offer branding collaterals access and usage of academy programs.
- 'Train the Trainers' to the nominated educators by the institution.
- Virtual orientation session/workshop for the institution.
- In-person/remote support for any troubleshooting needed during the onboarding process.
- To offer opportunities to participate in job fairs, seminars, conferences and any regional/national/global competitions or platforms for the students, educators and/or institution's leadership.
- EduSkills Talent Connect Program for students
- EduSkills & AICTE Internship Program for students.

#### 3. Proposed Obligations of Sengunthar Engineering College (Autonomous):

- To create awareness for adoption and registration of technical courses from interested students.
- To nominate a point of contact who could monitor and review the program updates.
- Pay membership fee every year. Following year's membership fee can be incremented on nominal basis, if the need arises. Agreement to be renewed after 3 years.
- Institution needs to bear the expense for the AWS & Red Hat Global Certification fee of faculties as its mandatory.
- Minimum 100 students' commitment for each academy program every year.
- To ensure following pre-requisites to be followed by the participating colleges:
  - a. High speed broadband connectivity, computer labs for relevant courses and classroom IT set-up for all participating institutions.
  - b. Identify upto 2 (Two) Educators with required qualification like Engineers/MCA in Computer Science/IT/Electronics, etc. or experienced diploma holders to receive Training of Trainers for each academy program.

#### 4. Annual Membership Fee

- Year 1: INR 40,000 + Training fee + GST
- Year 2: INR 40,000\* + GST
- Year 3: INR 40,000\* + GST

\* Can be incremented annually on a very nominal basis

**Please Note:** This fee applies on institutions. EduSkills will not charge any fee from the students. Institutions may enroll and extend benefit to as many students they want. No capping on number of students.

DocuSigned by:



SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

Page 5 of 5



தமிழ்நாடு TAMIL NADU

20/-

70AB 837923

S. Baladhandapani

சென். கமராமங்கலம்

கோ. 637 205

சென். கமராமங்கலம்

தொலைபேசி-637 211

SENGUNTHAR CHARITABLE  
TRUST  
TIRUCHENGODE

### Memorandum of Understanding (MoU)

This Memorandum of Understanding (MoU) is entered into 12<sup>th</sup> Sep 2022 between Sengunthar Engineering College (Autonomous), Kosavampalayam, Kumaramangalam (Po), Tiruchengode - 637 205 (hereafter referred to as Client) and Focus 4-D Career Education Pvt Ltd (hereafter referred to as FACE Prep), No.12, Lakshmi Nagar, Thottipalayam Pirivu, Avinashi Road, Coimbatore - 641 014.

AND

For Sengunthar Engineering College (Autonomous)

For FACE Prep

Secretary and Correspondent  
**A. BALADHANDAPANI,**  
SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

Vice President



Sengunthar Engineering College (Autonomous), is represented by Prof. A. Baladhandapani – Secretary and Correspondent and FACE Prep is represented by Mr Saravanan Ramasamy – Vice President Sengunthar Engineering College (Autonomous), and FACE Prep have decided to lay down the following as terms and conditions of the MoU. New terms and conditions can be added in the future with mutual consent of both the parties. This however has to be in writing or over email.

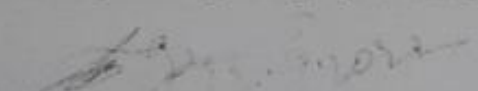
Disputes if any are subject to jurisdiction of Coimbatore courts only.

### Terms and Conditions of the MoU

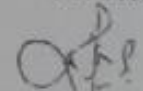
#### General Terms:

1. As a part of this agreement, FACE Prep will provide the client with comprehensive training and placement services for the students of the client.
2. The number of students to be trained and the program window, during which training and placement activities will be conducted for the students by FACE Prep is mentioned in Annexure 1.
3. Primary Contact Person:
  - a. The Primary Contact Person from FACE Prep for the client will be  
Name: Senthil Murugan V  
Designation: Regional Manager – Business Development  
Phone Number: 9488948787  
Email id: [senthil@focusacademy.in](mailto:senthil@focusacademy.in)
  - b. The Primary Contact Person from Client for FACE Prep will be  
Name: Mr. Aravind Thirunavukkarasu  
Designation: Director, Corporate Relations & Training  
Phone Number: 93600 53352  
Email id: [secplacement@yahoo.co.in](mailto:secplacement@yahoo.co.in)

For Sengunthar Engineering College (Autonomous)

  
Secretary and Correspondent  
**A. BALADHANDAPANI**  
SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

For FACE Prep

  
Vice President

14. The client has to ensure that students maintain an attendance of more than 80% in the training sessions.
15. Placement drives will be organized by FACE Prep based on the availability of the recruiters. FACE Prep will try its best to avoid scheduling placement drives on days when semester exams are happening. On all other days, the client has to ensure that students attend all placement drives scheduled by FACE Prep.
16. For every recruiter, students will be asked for their willingness to attend the recruitment drive of the specific recruiter. Students cannot pull out of a drive after expressing willingness for the same.
17. If a student gets placed in a particular salary bucket, thereafter the student will be eligible to attend only recruitment drives falling in higher salary buckets.
18. If a student secures a placement offer through clients efforts or through students efforts, the client has to inform FACE Prep of such placement offers secured by students by email.
19. The client will allow FACE Prep to use the results secured by students enrolling in this program for promotional purposes.

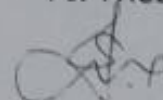
**Obligations of FACE Prep:**

20. FACE Prep will do a Training Need Analysis to all the students enrolling for the program at the start of the program.
21. Based on the skill level of the students, FACE Prep will plan customized training for the students. FACE Prep will plan for training that will comprise of trainer based (classroom / online) training, self paced online training, practice sessions on it's platforms, assessments, assignments etc., as per the requirements.
22. FACE Prep will provide training for students based on their skills and available opportunities to maximize placements.
23. FACE Prep will liaise with potential recruiters and arrange placement opportunities for students based on their skills.
24. FACE Prep will provide every eligible student with adequate opportunities after being suitably trained in a comprehensive manner.
25. FACE Prep will prescreen the candidates as per the requirements of recruiters, wherever required.

*For Sengunthar Engineering College (Autonomous)*

Secretary and Correspondent  
**A. BALADHANDAPANI.**  
~SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205

*For FACE Prep*



**Vice President**



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*For Sengunthar Engineering College (Autonomous)*

Secretary and Correspondent  
**A. BALADHANDAPANI,**  
-SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

*For FACE Prep*



**Vice President**

26. FACE Prep reserves the right to temporarily/permanently suspend students from placement drives / training activities if the student has very low training attendance or exhibits inappropriate behavior or is involved in any form of malpractice.

**Commercial Terms:**

27. The training and placement fees related details are mentioned in Annexure 2.
28. Placement result based fee has to be paid by the client to FACE Prep for all the placements secured by the students. These placements could happen through drives facilitated by FACE Prep or through drives facilitated by the Client or through off campus drives or through students' own initiative or any other means.
29. If the student/the client/FACE Prep receives an offer letter/email with results of placement drive from the recruiter, the student(s) will be considered as placed.
30. Students receiving internship offers from recruiters with a potential full-time offer will be considered as placed and the placement bucket considered will be the compensation that the students will receive after they become full timers.
31. The CTC mentioned by the recruiter in their communication will be considered for classifying students into placement buckets.
32. If a student receives a better paying offer from another recruiter and moves from one placement bucket to another, the difference in fees will also be raised as a payment demand to the client by FACE Prep in the subsequent month.
33. Students are in general expected to apply for every placement opportunity coming their way and apply for every placement drive. If a student does not apply/fails to express willingness for five placement opportunities or applies and does not attend two drives, the particular student will be considered as placed and billed accordingly. No further placement opportunities will be provided for such candidates.
34. For students getting placed in a particular month, FACE Prep will raise a payment demand on the first working day of the subsequent month. The client has to clear the payment demand within 15 days of receiving it.
35. FACE Prep will try its best to conduct all the placement drives online or in the college premises. But wherever this is not possible, the client/the students have to bear the associated costs (such as travel, commute, accommodation, food, etc.,) of attending the placement drives.

**For Sengunthar Engineering College (Autonomous)**

Secretary and Correspondent  
**A. BALADHANDAPANI,**  
SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

**For FACE Prep**



**Vice President**



36. When a placement drive is conducted on campus, recruiters expect basic hospitality such as travel, commute, food, accommodation etc., for their entire recruitment team. This cost has to be borne by the client.

**Annexure 1 – Program and batch details**

**For 2025 Batch :**

Full Name of College	Sengunthar Engineering College (Autonomous)
Program Name	Comprehensive Training and Placement Management Services (CTPMS)
Program Administration Window	August 2022 to February 2025
Degree and Passing out year of students	B.E. 2025 Pass-out Students
Total number of students enrolling for the program	250

\* bill will be raised based on the number of students registered

**Annexure 2 – Fee Details**

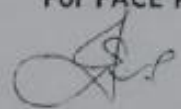
**Fee Model: Fixed Fees + Variable Model**

A fixed fee of Rs. 6490 Inclusive of Tax per candidate will be paid to FACE Prep by the client at the outset.

**For Sengunthar Engineering College (Autonomous)**

Secretary and Correspondent  
A. BALADHANDAPANI,  
SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

**For FACE Prep**

  
**Vice President**

The amount will be paid in equal installments between 3<sup>rd</sup> and 6<sup>th</sup> Semester.

The payment will be released before the commencement of training program (September and February month or as per the agreed date)

FACE Prep will start training and placement related activities only after receiving this payment.

Placement results-based fees will be paid to FACE Prep by the client based on students getting placed. The placement offers are classified into three buckets based on the CTC offered to the students by the recruiter as follows

S no	Bucket	Category Name	CTC offered (in Lakhs per annum)	Total Placement results-based Fees per Student*
1	A	Super Dream Recruiters	10 LPA and higher	Rs. 30,000 Inclusive
2	B	Dream Recruiters	From 5 LPA upto 10 LPA	Rs. 20,000 Inclusive
3	C	IT Service & Startup Recruiters	From 3 LPA upto 5 LPA	Rs. 10,000 Inclusive

\* The value mentioned here is the sum of variable, incentive and bonus components.

Fees will be calculated based on the number of students getting placed in each bucket. For students getting placed in a particular month, FACE Prep will raise a payment demand on the first working day of the subsequent month.

The client has to clear the payment demand within 15 days of receiving it. In the event that the payment is not cleared by the stipulated timeline, the services will be suspended till the payment dues are cleared.

For Sengunthar Engineering College (Autonomous)

Secretary and Correspondent  
A. BALADHANDAPANI,  
SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205.

For FACE Prep



Vice President



### Annexure 3 – Bank Account Details

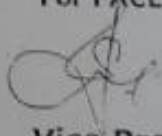
The client can make payments to FACE Prep by Cheque or DD, favoring "Focus 4-D Career Education Pvt. Ltd." Payable at Coimbatore OR By NEFT/ RTGS Transfer to:

Account Holder Name	Focus 4-D Career Education Pvt. Ltd.
Account No	053109000142765
Bank Name	City Union Bank
Branch Name	Vilankurichi Branch
IFSC Code	CIUB00000053

*For Sengunthar Engineering College (Autonomous)*

Secretary and Correspondent  
A. BALADHANDAPANI.  
SECRETARY & CORRESPONDENT,  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIDICHENGODE - 637 205.

*For FACE Prep*

  
Vice President

## Conference Organization Sponsorship Agreement

THIS MEMORANDUM OF UNDERSTANDING (this "MOU"), entered into as of 06.04.2022 by and between the **Party A: Sengunthar Engineering College (Autonomous), Kumaramangalam, Tamil Nadu, INDIA** (Academic Partner), and **Party B: Diligentec Solutions, Coimbatore, Tamil Nadu** (Organizer), sets forth the relationship and obligations relating to the Fourth International Conference on Advances in Electrical and Computer Technologies (ICAECT 2022) to be held during 28 - 29, October 2022 at Sengunthar Engineering College (Autonomous), Tamil Nadu, India.

### **Party A**

Name Prof. A. Baladhandapani,  
Address Kosavampalayam, Kumaramangalam Po,  
Tiruchengode, Namakkal Dt, Pin : 637 205  
Tamilnadu. India

#### **Contact person**

Name : Prof. A. Baladhandapani  
Tel : 9842753349  
Fax : NA  
E-mail : profabpani@gmail.com  
Website : www.scteng.co.in

### **Party B**

Name M/s. Diligentec Solutions,  
Address B - 2, Sri M S Grande,  
Anna Nagar East,  
Peelamedu, Coimbatore  
Tamil Nadu - 641 004.  
INDIA

#### **Contact person**

Name : Prof. Dr. Thangaprakash S  
Tel : +91 78680 02762  
Fax : NA  
E-mail : [diligentecsolutions@gmail.com](mailto:diligentecsolutions@gmail.com)



## Back Ground

### Party A

Sengunthar Engineering College (Autonomous), Tiruchengode an Autonomous institution affiliated to Anna University is one among the best educational institutions in Tamilnadu and philanthropic institution founded by illustrious Members of Sengunthar Charitable Trust. It was established in the year 2001 with the noble mission to promote engineering education in Tiruchengode, Namakkal District. The institution is committed to scripting a unique chapter of excellence an education and research, in vital fields like Engineering, IT and Management. The college offers Engineering Education to men and women at UG and PG levels and bring out the total personality, emphasizing ethical values and preparing them to meet the growing challenges of industry and diverse social needs of our nation.

### Party B

**M/s.Diligentec Solutions** is a multi-disciplinary research & development, consultant, conference management and service providing company in the field of Engineering & Technology. The team members of M/s. Diligentec Solutions are specialized in providing technical assistance in the fields of Engineering and Technology. We have a strong network of research community which assists the scholars/universities to find solutions for their thrust research areas. Diligentec Solutions is well equipped to provide technical assistance and organizing management for the technical conferences. **M/s. Diligentec Solutions** aims to offer a great opportunity to bring together professors, researchers and scholars around the globe a great platform to deliver the latest innovative research results and the most recent developments and trends in Science, Engineering and Technology fields. M/s. Diligentec also involves in proof-read service to the scholars and help them to submit a perfect template manuscript to various conferences/journals and other forums.

### Cooperation purpose

The cooperation between the two parties has been established to provide an efficient forum for the exchange of information among practicing engineers /professionals/academicians /researchers/scientists from all over the globe in the areas of greater importance. The above requirements shall be executed by organizing an apt International Conference on the thrust areas of Engineering and Technology.

### Cooperation contents

This agreement is valid only for the fourth edition of ICAECT that is ICAECT 2022. **Party B** holds full rights to discontinue the partnership in the future editions and invite other institutes on their own interest. As an academic partner of ICAECT 2022, **Party B** shall provide the technical contribution to the conference on mutual agreement. The Conference shall be conducted in accordance with publication partner's bylaws and policies, including, but not limited to, the publication partner's Conference Organization Manual. The conference will be organized at the premise of **Party A** and the whole (pre-conference, conference and post-conference) arrangements of the conference and execution will be taken up/handled by the **Party B**. **Party A** has equal rights as **Party B** to involve in the organization and conduct of the conference and also in activities which relates the manuscript process and selection process. **Party B** will hold the conference account and all the registration and conference related payments by the participants will be paid to that account. However, **Party A** shall apply for sponsorship from different agencies/sectors / companies / industries for the conference and these funding shall be handled by **Party A** and **Party B** has no rights to claim the sponsorship amount thus received if any by **Party A**. Both the parties shall ensure that the Conference is conducted in accordance with all applicable Indian laws.

**Party A** shall provide the list of key experts from their institute to be included in the organizing committee of the conference. **Party A** shall also recommend chief guests for the inauguration and valedictory functions, potential experts for paper evaluation and invited talk / keynote address. **Party B** will consider them and act accordingly. However, the selection of speaker, conference materials, vendors and all other finance related conference activities will be finalized by the **Party B** and the decision regarding these by the **Party B** is final. **Party A** can only give valuable inputs in this regard.

Photocopies of all the invoice, communication drafts, letters and other documents will be handed over to **Party A**. **Party A** can host a few stalls in the vicinity of the conference hall for promotional purpose.

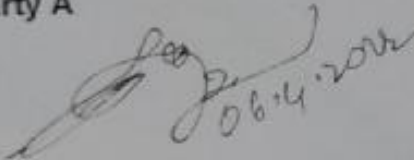


The conference shall be organized in formal and professional way so that the academic/research community will get the maximum benefit out of it. Since it is the initiative to gather research/academic scholars from across the globe and make a forum to discuss the latest developments in the fields of the conference topics, the conference shall be used as a platform to promote innovation in the field of 'Materials Science and Manufacturing Technology'. In order to better disseminate the academic achievement, promote and organize the academic conference in a better way, based on the principle of "honesty, trust worthiness, long-term cooperation and common development", both parties decide to reach a friendly co-operation.

Any other things left in the above work responsibilities shall be mutually decided by both the parties with mutual consent towards the successful conduction of the conference event.

Date : 06.04.2022

Party A



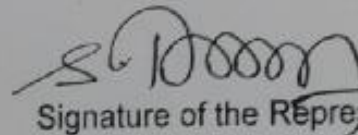
Signature of the Representative  
with name

**Prof. A. BALADHANDAPANI,**  
Secretary & Correspondent,  
Sengunthar Institutions,  
Tiruchengode - 637 205.

Seal:

**SECRETARY & CORRESPONDENT,  
SENGUNTHAR INSTITUTIONS,  
TIRUCHENGODE - 637 205.**

Party B



Signature of the Representative  
with name

**Prof. Dr. Thangaprakash S**  
M/s. Diligentec Solutions,  
Coimbatore - 641 004.

Seal:





# SENGUNTHAR ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956  
NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU




## DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

### PLACED STUDENT DETAILS (2021-2022)

S.NO	NAME OF THE STUDENTS	CONTACT NO	COMAPANY DETAILS	ANNUAL PACKAGE
1.	Tharani k	9025335014	Reliance SMSL Ltd, Tiruchengode.	2,40,000/year
2.	Prem Raj A :	7010384957	HCL Technologies Ltd, Chennai. Tel:+911204364200	1,90,000/year
3.	Shyleshsrinath S	9488751102	Focus Edumatics Private Ltd, Coimbatore. Tel:+918925904757	2,96,736/year

  
PLACEMENT INCHARGE



  
HOD

  
PRINCIPAL  
PRINCIPAL  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205



# Reliance SMSL Limited

Ref : SMSL/65570445/14838724/181121/1659

Date : 18 Nov 2021

Tharani Kannan

8/94-1, Main road,  
Muniyappan kovil , Namakkal,  
Pallakkapalaiyam, Tamil Nadu - 637303

## Offer cum Appointment Letter

Dear Tharani Kannan,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Senior Executive** in the Job Role **JMD Officer (JP)**. Your base location would be **Ellandaikuttai**.

You will join us on or before **22 Nov 2021**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 2,40,000 /- per annum ( INR TWO LAKH FORTY THOUSAND only )** .

Details are mentioned in **Annexure - I**. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

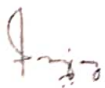
This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 18 Nov 2021

Page 1 of 7

HCL TECHNOLOGIES LTD.  
Division: Business Services  
B-34/3, Sector 59, Noida 301 301, UP, India  
Tel +91 120 4364200, Fax +91 120 2589688  
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India  
CIN- L74140DL1991PLC046369  
www.hclbpo.com  
www.hcl.com

Date: August 11, 2022

**Private and Confidential**

**PREMRAJ A**

**568, SALEM MAIN ROAD,  
VENNAIMALAIPATTY, KADHAPARAI POST, KARUR.,  
Karur,  
Tamil Nadu,  
India - 639006**

**Dear PREMRAJ,**

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCL" or "Company")** as **Process Associate**. You are required to report on August 12, 2022 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ, SDB2 Sholingnallur 602/3.**

- Your annual compensation would be **Rs. 190000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id prabakaran\_e@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the**

Signature of the employee

**HCL**



# Focus Edumatics Private Limited

#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West,  
Coimbatore - 641002



06 July 2022

Name : Shyleshsrinath S

Email ID : shyleshsrinaths@gmail.com

Permanent Address : 11- B Dhanalakshmi Nagar Extension, Coimbatore, 641044

Dear Mr Shyleshsrinath S:

We are delighted to offer you employment with Focus Edumatics Private Limited as Desktop Support Engineer in our IT Infrastructure & Networking department.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Focus Edumatics Private Limited at #978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 ("Focus") and Shyleshsrinath S residing at the address mentioned above.

Any reference to "this agreement" throughout is reference to the terms and conditions of your employment as set out in this Statement.

## 1. Conditions

Your employment is conditional on:

- a) Your agreement to and acceptance of this Employment Agreement;
- b) Your agreement and acceptance to work in Night shift or as directed by your Reporting Manager from time to time.
- c) Your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement and other Annexures;
- d) Should Focus request it, a medical assessment and report satisfactory to Focus;
- e) The completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Focus;
- f) You providing Focus with satisfactory proof of any relevant qualifications, as may be requested by Focus;
- g) Your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;
- h) You being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;
- i) You having declared any action taken against you by a regulatory or professional body;
- j) You having lawful authority to work in India and producing satisfactory evidence to this effect. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence).
- k) You not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to our services.

During your employment, Focus may conduct periodic background checks (including criminal record checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so. By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be a cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Focus. This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience, and criminal records. In the event it is discovered, at any stage, that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of Focus, then your appointment will be deemed void and your services with Focus terminated.

# Focus Edumatics Private Limited

#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West,  
Coimbatore - 641002



## COMPENSATION AND BENEFITS

Name : Shyleshsrinath S

Date Of Joining : 06-Jul-2022

Designation : Desktop Support Engineer

Location : Coimbatore RS Puram

Salary Heads	Monthly	Yearly
--------------	---------	--------

### A. Monthly Earnings

Basic	12364	148368
House Rent Allowance	4946	59352
Conveyance	1600	19200
Medical Allowances	1250	15000
Statutory Bonus	1030	12360
Shift Allowance	1336	16032
<b>Monthly Gross Earnings (A)</b>	<b>22526</b>	<b>270312</b>

### B. Monthly Deduction

EPF Employee Share	1484	17808
Professional Tax	208	2496
<b>Total Deductions ( B )</b>	<b>1692</b>	<b>20304</b>
<b>Net Salary ( A – B )</b>	<b>20834</b>	<b>250008</b>

### C. Statutory/Other Share of Employer

EPF Employer Share	1607	19284
Gratuity	595	7140
<b>Statutory Total (C)</b>	<b>2202</b>	<b>26424</b>
<b>Total CTC ( A + C )</b>	<b>24728</b>	<b>296736</b>

- All Salary components are calculated on pro rata basis.
- Payment of perquisites, allowances and reimbursements any other salary payments shall be subject to provisions of Income Tax, Professional Tax and any other statutory deductions as applicable in accordance with the laws prevailing from time to time. Professional Tax will vary from state to State as per the prescribed slab and will be deducted monthly in Karnataka & Panjab and where as in Tamil Nadu it is half yearly deduction.
- The Employer Shares are invisible in the Payslip, as these are not a Directly Payable Components to the employees.
- Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation.

  
HR Signature

  
Employee Signature





# TEAM DETAILING SOLUTIONS PVT. LTD

## APPOINTMENT LETTER

Date: 28-12-2021.

Name: Mr. KISHORE KUMAR. R  
S/O, K. RAMASAMY,  
6/235-1, Sri Nagar,  
Kuttiyemkkan Pethi  
Raja Palyam (Post).  
Truchengode (tk)  
Namakkal (dt) Tamil Nadu. 637209.

Dear Sir,

[Sub: Appointment Letter - Reg]

Team Detailing Solutions Pvt Ltd is pleased to offer you an appointment to the post of Trainee detailer with the CTC salary of Rs.15,000/- and you will be rendering your service from 01.07.2022 with an agreement to work for a minimum period of 5 years in our organization. You will be under probationary period of nine months from the start date of your service in our organization and after that, based on your performance, your confirmation or further extension of probationary period will be decided by the management. Benefits like Provident Fund will be applicable during the joining period.

The terms of employment associated with this appointment is enclosed herewith for your kind information.

Thanking and looking forward to work with you,

Yours sincerely,

SRIDHAR. K  
Managing Director  
Team Detailing Solutions Pvt Ltd  
Chennai-600 130.

Building Block 2, First Floor, No:33, Bayline Infocity SEZ

Rajiv Gandhi Salai, Navalur, Chennai- 600 130

Phone : +91 8939992733, Mail : support@teamdetailing.com

# TEAM DETAILING SOLUTIONS PVT. LTD

## APPOINTMENT LETTER

Date: 28.12.2021.

Name: Mr. V. JEEVANANDHAM  
S/O, S. VENKATESAN,  
1/11-A, AAYAKATTUTHOTAM  
VARADHANALLUR (POST),  
VARADHANALLUR, BHAVANI (TC)  
ERODE (DT) PIN CODE: 638 311.

Dear Sir,

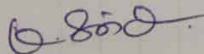
[Sub: Appointment Letter - Reg]

Team Detailing Solutions Pvt Ltd is pleased to offer you an appointment to the post of **Trainee detailer** with the CTC salary of **Rs.15,000/-** and you will be rendering your service from **01.07.2022** with an agreement to work for a minimum period of **5 years** in our organization. You will be under probationary period of nine months from the start date of your service in our organization and after that, based on your performance, your confirmation or further extension of probationary period will be decided by the management. Benefits like Provident Fund will be applicable during the joining period.

The terms of employment associated with this appointment is enclosed herewith for your kind information.

Thanking and looking forward to work with you,

Yours sincerely,



SRIVIDHAR. K  
Managing Director  
Team Detailing Solutions Pvt Ltd  
Chennai-600 130.





## TEAM DETAILING SOLUTIONS PVT. LTD

### APPOINTMENT LETTER

Date: 28.12.2021.

Name: Mr. KARTHICK S,  
S/O, SELLAPPAN P,  
T/38C1 KATTUPALAYAM  
CHITHALANDUR (POST),  
TIRUCHENGODE (TN).  
NAMAKKAL - 637201

Dear Sir,

[Sub: Appointment Letter - Reg]

Team Detailing Solutions Pvt Ltd is pleased to offer you an appointment to the post of Trainee detailer with the CTC salary of Rs.15,000/- and you will be rendering your service from 01.07.2022 with an agreement to work for a minimum period of 5 years in our organization. You will be under probationary period of nine months from the start date of your service in our organization and after that, based on your performance, your confirmation or further extension of probationary period will be decided by the management. Benefits like Provident Fund will be applicable during the joining period.

The terms of employment associated with this appointment is enclosed herewith for your kind information.

Thanking and looking forward to work with you,

Yours sincerely,

SRIDHAR. K  
Managing Director  
Team Detailing Solutions Pvt Ltd  
Chennai-600 130.

Building Block 2, First Floor, No:33, Bayline Infocity SEZ  
Rajiv Gandhi Salai, Navalur, Chennai- 600 130  
Phone : +91 8939992733, Mail : support@teamdetailing.com



## TEAM DETAILING SOLUTIONS PVT. LTD

### APPOINTMENT LETTER

Date: 28.12.2021.

Name: Mr. KEERTHIVASAN. A.M.  
s/o, A. MOHAN.  
82-B, Neraji Street,  
Attayampatti, Salem (Dt)

Dear Sir,

[Sub: Appointment Letter - Reg]

Team Detailing Solutions Pvt Ltd is pleased to offer you an appointment to the post of Trainee detailer with the CTC salary of Rs.15,000/- and you will be rendering your service from 01.07.2022 with an agreement to work for a minimum period of 5 years in our organization. You will be under probationary period of nine months from the start date of your service in our organization and after that, based on your performance, your confirmation or further extension of probationary period will be decided by the management. Benefits like Provident Fund will be applicable during the joining period.

The terms of employment associated with this appointment is enclosed herewith for your kind information.  
Thanking and looking forward to work with you,

Yours sincerely,

SRIDHAR. K  
Managing Director  
Team Detailing Solutions Pvt Ltd  
Chennai-600 130.





## TEAM DETAILING SOLUTIONS PVT. LTD

### Terms of Employment

01. The employee must give Three month notice prior to the date of leaving the job and Violation of this will allow the management to decide upon further actions.
02. It is utmost duty of the employee to keep all the information in any form pertaining to both work and office affairs confidential and letting them out without the knowledge of the management will be viewed seriously.
03. The management shall have the right to terminate the service of the employee at any point of time if it is found that the performance and discipline is not satisfactory.
04. It is expected of the employee to follow the rules and regulations as and when laid by the management.
05. The performance of the employee will be rewarded with rapid response from the management at completely its decision.
06. Employee is allowed to have a paid leave of 1 day per month for the first year. Afterwards paid leaves are applicable per the company rules.
07. It is agreed by the employee that he should serve minimum of 5 years in our organization from the date of joining.
08. Employee has to pay amount of Rupees One Lakh to the company, if bond period of 5 years broken by him.

### Confirmation

I, \_\_\_\_\_, confirm that I have read all the above terms of employment and fully understand them to accept this offer of employment.

Signature of the employee: \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_



## TEAM DETAILING SOLUTIONS PVT. LTD

### APPOINTMENT LETTER

Date: 28.12.2021

Name: Mr. ARAVINDH. B,  
S/O, K. BALAMURUGAN.,  
1/815<sup>th</sup> WARD, Teachers Colony,  
OMALUR, Salem.,  
PIN CODE: 636 455

Dear Sir,

[Sub: Appointment Letter – Reg]

Team Detailing Solutions Pvt Ltd is pleased to offer you an appointment to the post of Trainee detailer with the CTC salary of Rs.15,000/- and you will be rendering your service from 01.07.2022 with an agreement to work for a minimum period of 5 years in our organization. You will be under probationary period of nine months from the start date of your service in our organization and after that, based on your performance, your confirmation or further extension of probationary period will be decided by the management. Benefits like Provident Fund will be applicable during the joining period.

The terms of employment associated with this appointment is enclosed herewith for your kind information.

Thanking and looking forward to work with you,

Yours sincerely,

SRIDHAR. K  
Managing Director  
Team Detailing Solutions Pvt Ltd  
Chennai-600 130.





## TEAM DETAILING SOLUTIONS PVT. LTD

### Terms of Employment

01. The employee must give Three month notice prior to the date of leaving the job and Violation of this will allow the management to decide upon further actions.
02. It is utmost duty of the employee to keep all the information in any form pertaining to both work and office affairs confidential and letting them out without the knowledge of the management will be viewed seriously.
03. The management shall have the right to terminate the service of the employee at any point of time if it is found that the performance and discipline is not satisfactory.
04. It is expected of the employee to follow the rules and regulations as and when laid by the management.
05. The performance of the employee will be rewarded with rapid response from the management at completely its decision.
06. Employee is allowed to have a paid leave of 1 day per month for the first year. Afterwards paid leaves are applicable per the company rules.
07. It is agreed by the employee that he should serve minimum of 5 years in our organization from the date of joining.
08. Employee has to pay amount of Rupees One Lakh to the company, if bond period of 5 years broken by him.

### Confirmation

I, \_\_\_\_\_, confirm that I have read all the above terms of employment and fully understand them to accept this offer of employment.

Signature of the employee: \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_



## TEAM DETAILING SOLUTIONS PVT. LTD

### APPOINTMENT LETTER

Date: 28.12.2021.

Name: Mr. SUKEL AHAMED M  
s/o, A. MOHAMAD ALI.,  
D.No: 105/38, F-Block 2  
Coolie Line, Mettur Dam-1  
SALEM, TAMIL NADU-636401.

Dear Sir,

[Sub: Appointment Letter - Reg]

Team Detailing Solutions Pvt Ltd is pleased to offer you an appointment to the post of Trainee detailer with the CTC salary of Rs.15,000/- and you will be rendering your service from 01.07.2022 with an agreement to work for a minimum period of 5 years in our organization. You will be under probationary period of nine months from the start date of your service in our organization and after that, based on your performance, your confirmation or further extension of probationary period will be decided by the management. Benefits like Provident Fund will be applicable during the joining period.

The terms of employment associated with this appointment is enclosed herewith for your kind information.

Thanking and looking forward to work with you,

Yours sincerely,

SRIDHAR. K  
Managing Director  
Team Detailing Solutions Pvt Ltd  
Chennai-600 130.





## TEAM DETAILING SOLUTIONS PVT. LTD

### Terms of Employment

01. The employee must give Three month notice prior to the date of leaving the job and Violation of this will allow the management to decide upon further actions.
02. It is utmost duty of the employee to keep all the information in any form pertaining to both work and office affairs confidential and letting them out without the knowledge of the management will be viewed seriously.
03. The management shall have the right to terminate the service of the employee at any point of time if it is found that the performance and discipline is not satisfactory.
04. It is expected of the employee to follow the rules and regulations as and when laid by the management.
05. The performance of the employee will be rewarded with rapid response from the management at completely its decision.
06. Employee is allowed to have a paid leave of 1 day per month for the first year. Afterwards paid leaves are applicable per the company rules.
07. It is agreed by the employee that he should serve minimum of 5 years in our organization from the date of joining.
08. Employee has to pay amount of Rupees One Lakh to the company, if bond period of 5 years broken by him.

### Confirmation

I, \_\_\_\_\_, confirm that I have read all the above terms of employment and fully understand them to accept this offer of employment.

Signature of the employee: \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

**CONFIDENTIAL**

Date: Mar 5, 2022

**Ms. Sivasankari Vishwanathan**

D/O: Vishwanathan, 20/1c Thailambigai Nagar, 3 rd street, Thondikkaradu, Tiruchengode, namakkal  
Tamilnadu-637211.

**Subject: Employment Offer**

**Dear Sivasankari Vishwanathan,**

Thank you for showing interest in Onward. We welcome you to Onward Technologies!

Based on the various discussions and interviews we had with you, we are pleased to offer you an employment with Onward Technologies Limited, on the following terms and conditions.

<b>Designation:</b>	<b>Trainee Engineer</b>
<b>Grade:</b>	<b>L0</b>
<b>Location:</b>	<b>INCHN_OMR - Chennai</b>
<b>Cost to company</b>	<b>As per Annexure I</b>
<b>Service Agreement:</b>	<b>Rs.1,00,000 for 2 Years</b>
<b>Probation Period:</b>	<b>6 Months</b>
<b>Notice Period:</b>	<b>3 Months</b>
<b>Expected date of joining:</b>	<b>On or before 07-03-2022</b>

\*A separate agreement would be required to sign off on the minimum commitment of Working with Onward for continuous Rs.1,00,000 for 2 Years. This is mandatory as there would be a rigorous training on Tools/Techniques/Projects which would be imparted to you to execute the assignment assigned to you.

You will be governed by the policies and procedures applicable to Onward Pune office.

**Offer acceptance:** Please submit the duplicate copy of this offer letter duly signed by you, as a token of your acceptance. Your acceptance should reach us within a week.

After you submit your resignation with current employer, please send us the copy of the same and communicate your confirmed date of joining.



You are requested to bring the following documents at the time of your joining

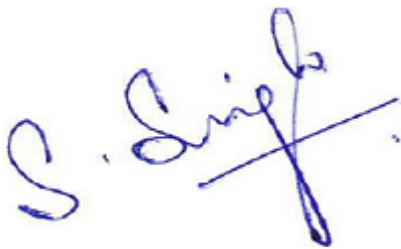
1. Resignation acceptance letter (**Originals for Verification** + Two Photocopies)
2. Relieving / experience letter of the **all** previous companies (**Originals for Verification** + two Photocopies)
3. Pay slips of last two months of the previous company.
4. All Educational certificates and Mark sheets (**Originals for Verification** + Two Photocopies).
5. Five Colour photographs (Passport size) with white colored background
6. Address proof certificates (Photocopy of Electricity Bill / Ration Card / Telephone Landline Bill/ Aadhaar Card) (two Copy)
7. Passport (Two Photocopies – Optional)
8. **PAN Card (2 copies) Compulsory** (Without PAN Card salary will not be processed).

On the day of joining, please report **sharp at 9.30 AM**.

We look forward to your early Association!!

**For Onward Technologies Limited**

**I accept the offer**



**Sujata Singh**  
**Sr. Vice President – HR**

**Name: Sivasankari Vishwanathan**  
**Date: Mar 5, 2022**

***Note: Please note that continuation of your Employment is subject to your positive (Pre & Post joining) Reference Check.***

Annexure I			
Employee Name:		Sivasankari Vishwanathan	
Designation:		Trainee Engineer	
Grade		L0	
Salary Components		Per Month	Per Annum
A	Basic	15,000	1,80,000
	House Rent Allowance	4,800	57,600
	Transport Allowance	0	0
	LTA	1,250	15,000
	Medical Reimbursement	0	0
	Supplementary Allowance	228	2736
	Monthly Deferred Bonus	1000	12,000
	<b>Total</b>	<b>22,278</b>	<b>2,67,336</b>
<b>Retiral and other Benefits</b>			
B	Employer's Contribution toward Provident Fund	1800	21,600
	Premium for Gratuity	722	8,664
	Premium for Mediclaim	200	2,400
	ESIC	0	0
	<b>Total Retiral and other Benefits</b>	<b>2,722</b>	<b>32,664</b>
C	<b>Total Base Compensation (A+B)</b>	<b>25,000</b>	<b>3,00,000</b>
D	<b>Project – Linked Compensation</b>		
	Project Deputation Allowance	0	0
	Onsite Deputation Allowance	0	0
	<b>Total Project – Linked Compensation</b>	<b>0</b>	<b>0</b>
E	<b>Variable Compensation (Quarterly)</b>	<b>0</b>	<b>0</b>
F	<b>Gross Monthly Compensation</b>	<b>25,000</b>	<b>3,00,000</b>
G	<b>Variable Compensation (Annual)</b>	<b>-</b>	<b>0</b>
H	<b>Total Cost-to-Company (F+G)</b>	<b>-</b>	<b>3,00,000</b>

**Notes:**

- Take home salary = {A} - {Monthly PF contribution + Professional tax + Income tax (as applicable) + any other deductions e.g. ESIC if applicable}
- For mediclaim policy details - refer to Employee handbook.
- Gratuity will be paid as per gratuity policy.
- GIC Deduction: As per your grade Rs. 300 will be deducted from your Gross Salary every month as premium for mediclaim (Employee Contribution)
- While on deputation overseas, if the Indian Compensation continues, your Project Linked Compensation will automatically discontinue.

For **ONWARD TECHNOLOGIES LIMITED**

**I Agree and Accept**



**Sujata Singh**  
**Sr. Vice President – HR**

**Name: Sivasankari Vishwanathan**  
**Date: Mar 5, 2022**



**CONFIDENTIAL**

Date: Mar 5, 2022

**Ms. Vaishnavi L**

D/O: Loganathan, 879, Muthampalayam Housing Unit Phase I, Kasipalayam(e)(m), Erode, Kasipalayam, Tamilnadu-638009.

**Subject: Employment Offer**

**Dear Vaishnavi L,**

Thank you for showing interest in Onward. We welcome you to Onward Technologies!

Based on the various discussions and interviews we had with you, we are pleased to offer you an employment with Onward Technologies Limited, on the following terms and conditions.

<b>Designation:</b>	<b>Trainee Engineer</b>
<b>Grade:</b>	<b>L0</b>
<b>Location:</b>	<b>INCHN_OMR - Chennai</b>
<b>Cost to company</b>	<b>As per Annexure I</b>
<b>Service Agreement:</b>	<b>Rs. 1,00,0000 for 2 years</b>
<b>Probation Period:</b>	<b>6 Months</b>
<b>Notice Period:</b>	<b>3 Months</b>
<b>Expected date of joining:</b>	<b>On or before 07-03-2022</b>

\*A separate agreement would be required to sign off on the minimum commitment of Working with Onward for continuous Rs. 1,00,0000 for 2 years. This is mandatory as there would be a rigorous training on Tools/Techniques/Projects which would be imparted to you to execute the assignment assigned to you.

You will be governed by the policies and procedures applicable to Onward Pune office.

**Offer acceptance:** Please submit the duplicate copy of this offer letter duly signed by you, as a token of your acceptance. Your acceptance should reach us within a week.

After you submit your resignation with current employer, please send us the copy of the same and communicate your confirmed date of joining.

You are requested to bring the following documents at the time of your joining

1. Resignation acceptance letter (**Originals for Verification** + Two Photocopies)
2. Relieving / experience letter of the **all** previous companies (**Originals for Verification** + two Photocopies)
3. Pay slips of last two months of the previous company.
4. All Educational certificates and Mark sheets (**Originals for Verification** + Two Photocopies).
5. Five Colour photographs (Passport size) with white colored background
6. Address proof certificates (Photocopy of Electricity Bill / Ration Card / Telephone Landline Bill/ Aadhaar Card) (two Copy)
7. Passport (Two Photocopies – Optional)
8. **PAN Card (2 copies) Compulsory** (Without PAN Card salary will not be processed).

On the day of joining, please report **sharp at 9.30 AM**.

We look forward to your early Association!!

**For Onward Technologies Limited**

**I accept the offer**



**Sujata Singh**  
**Sr. Vice President – HR**

**Name: Vaishnavi L**  
**Date: Mar 5, 2022**

***Note: Please note that continuation of your Employment is subject to your positive (Pre & Post joining) Reference Check.***



Annexure I			
Employee Name:		Vaishnavi L	
Designation:		Trainee Engineer	
Grade		L0	
Salary Components		Per Month	Per Annum
A	Basic	15,000	1,80,000
	House Rent Allowance	4,800	57,600
	Transport Allowance	0	0
	LTA	1,250	15,000
	Medical Reimbursement	0	0
	Supplementary Allowance	228	2736
	Monthly Deferred Bonus	1000	12,000
	<b>Total</b>	<b>22,278</b>	<b>2,67,336</b>
<b>Retiral and other Benefits</b>			
B	Employer's Contribution toward Provident Fund	1800	21,600
	Premium for Gratuity	722	8,664
	Premium for Medclaim	200	2,400
	ESIC	0	0
	<b>Total Retiral and other Benefits</b>	<b>2,722</b>	<b>32,664</b>
C	<b>Total Base Compensation (A+B)</b>	<b>25,000</b>	<b>3,00,000</b>
D	<b>Project – Linked Compensation</b>		
	Project Deputation Allowance	0	0
	Onsite Deputation Allowance	0	0
	<b>Total Project – Linked Compensation</b>	<b>0</b>	<b>0</b>
E	<b>Variable Compensation (Quarterly)</b>	<b>0</b>	<b>0</b>
F	<b>Gross Monthly Compensation</b>	<b>25,000</b>	<b>3,00,000</b>
G	<b>Variable Compensation (Annual)</b>	<b>-</b>	<b>0</b>
H	<b>Total Cost-to-Company (F+G)</b>	<b>-</b>	<b>3,00,000</b>

**Notes:**

- Take home salary = {A} - {Monthly PF contribution + Professional tax + Income tax (as applicable) + any other deductions e.g. ESIC if applicable}
- For medclaim policy details - refer to Employee handbook.
- Gratuity will be paid as per gratuity policy.
- GIC Deduction: As per your grade Rs. 300 will be deducted from your Gross Salary every month as premium for medclaim (Employee Contribution)
- While on deputation overseas, if the Indian Compensation continues, your Project Linked Compensation will automatically discontinue.

For **ONWARD TECHNOLOGIES LIMITED**

**I Agree and Accept**



**Sujata Singh**  
**Sr. Vice President – HR**

**Name: Vaishnavi L**  
**Date: Mar 5, 2022**