



Bluez Infomatic

BLUEZ INFOMATIC SOLUTIONS

No. 22 & 23, 1st floor,
Mashkos Building, State
Bank colony road, Eswaran
nagar, Gandhinagar,
Tirupur.

EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. M. Sakthi maheswari,

Greetings from Bluez Infomatic!!!

We are now pleased to inform that you have been provisionally selected from direct walk-in for the position of “**PROCESS ASSOCIATE as Intern**” in our organization.

You are required to join as an intern for 3 months with stipend after your internship completion we will be providing employment opportunity in our firm.

After you converted as full time regular associate, your starting consolidated salary will be 7k to 12k per month after your confirmation. You may also eligible for other compensation and fringe benefits subject to terms set by Company norms, any of which may be amended from time to time.

If you wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we need to hear from you within the date mentioned above otherwise this offer will stand automatically withdrawn.

All the Best!!

Regards,

Ms. Thenmozhi Anbuselvam,
Human Resource Department,
Bluez Infomatic Solution.
Contact No: 8870985374
Email: hr@bluezinfo.com



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EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. SOWMIYA.K,

Greetings from Bluez Infomatic!!!

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Dear Ms. P. Varshini,

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Dear Ms. SANDHIYA A,

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Dear Ms. Mounika.M,

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Dear Ms. S. Deepika,

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Dear Ms. Subithra varatharaj,

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Dear Ms. Kavitha,

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Dear Ms. S.Fathima Jesy,

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Dear Ms. M.HARSITHA SREE,

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Dear Ms. I.SAMIMMUNESA,

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Dear Ms. P.Sudha,

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Dear Ms. Soundharya.R,

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Dear Ms. THARANI,

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Dear Ms. M. Divya bharathi,

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Dear Ms. Bavya geetha.s,

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Dear Ms. Abhisri. B,

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Dear Ms. Karthika RV,

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Dear Ms. Suji.M,

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Dear Ms. Gayathri.s,

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Dear Ms. Kavipriya. A,

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Dear Ms. P.Abinaya,

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Dear Ms. Poovizhi.K,

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Dear Ms. Kaviya losani S,

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All the Best!!

Regards,

Ms. Thenmozhi Anbuselvam,

Human Resource Department,

Bluez Infomatic Solution.

Contact No: 8870985374

Email: hr@bluezinfo.com



Bluez Infomatic

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No. 22 & 23, 1st floor,
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nagar, Gandhinagar,
Tirupur.

EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Keerthana.D,

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Date 02.04.2021

Dear Ms. V.Janani,

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Date 02.04.2021

Dear Ms. HARSHINI.C,

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Date 02.04.2021

Dear Ms. S. Reenadevi,

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Date 02.04.2021

Dear Ms. Meera S,

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Date 02.04.2021

Dear Ms. Pavithra,

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Date 02.04.2021

Dear Ms. Sharmila/k,

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Dear Ms. Priya dharshioni.C,

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Dear Ms. Prema.R,

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Dear Ms. Srinidhi.R,

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Dear Ms. Nishambika.M,

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Dear Ms. Rajathi.m,

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Dear Ms. Sangeetha.R,

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Dear Ms. Mathuniya.P,

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Dear Ms. Muthu Lakshmi,

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Dear Ms. Hari priya,

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Dear Ms. Ilammathy,

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Dear Ms. Agalya,

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Dear Ms. Ram shree,

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If you wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we need to hear from you within the date mentioned above otherwise this offer will stand automatically withdrawn.

All the Best!!

Regards,

Ms. Thenmozhi Anbuselvam,

Human Resource Department,

Bluez Infomatic Solution.

Contact No: 8870985374

Email: hr@bluezinfo.com



Bluez Infomatic

BLUEZ INFOMATIC SOLUTIONS

No. 22 & 23, 1st floor,
Mashkos Building, State
Bank colony road, Eswaran
nagar, Gandhinagar,
Tirupur.

EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Sandhiya,

Greetings from Bluez Infomatic!!!

We are now pleased to inform that you have been provisionally selected from direct walk-in for the position of “**PROCESS ASSOCIATE as Intern**” in our organization.

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Tirupur.

EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Mounika,

Greetings from Bluez Infomatic!!!

We are now pleased to inform that you have been provisionally selected from direct walk-in for the position of “**PROCESS ASSOCIATE as Intern**” in our organization.

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Tirupur.

EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Fathima jeny,

Greetings from Bluez Infomatic!!!

We are now pleased to inform that you have been provisionally selected from direct walk-in for the position of “**PROCESS ASSOCIATE as Intern**” in our organization.

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EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Varshini,

Greetings from Bluez Infomatic!!!

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EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Deepika,

Greetings from Bluez Infomatic!!!

We are now pleased to inform that you have been provisionally selected from direct walk-in for the position of “**PROCESS ASSOCIATE as Intern**” in our organization.

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Tirupur.

EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. subithra,

Greetings from Bluez Infomatic!!!

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Tirupur.

EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. kavitha,

Greetings from Bluez Infomatic!!!

We are now pleased to inform that you have been provisionally selected from direct walk-in for the position of “**PROCESS ASSOCIATE as Intern**” in our organization.

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EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Varsitha sree,

Greetings from Bluez Infomatic!!!

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EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Samimmunesa,

Greetings from Bluez Infomatic!!!

We are now pleased to inform that you have been provisionally selected from direct walk-in for the position of “**PROCESS ASSOCIATE as Intern**” in our organization.

You are required to join as an intern for 3 months with stipend after your internship completion we will be providing employment opportunity in our firm.

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EMPLOYMENT OFFER

Date 02.04.2021

Dear Ms. Sudha,

Greetings from Bluez Infomatic!!!

We are now pleased to inform that you have been provisionally selected from direct walk-in for the position of “**PROCESS ASSOCIATE as Intern**” in our organization.

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Human Resource Department,

Bluez Infomatic Solution.

Contact No: 8870985374

Email: hr@bluezinfo.com



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Nandhini R M. Sc Maths*

Subject: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.

Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.

100% attendance is compulsory during the Online 'Training and Certification' Program.

You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.

Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.

Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.

Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.

Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.

You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

Your total annual compensation package will be Rs. 1,80,000/- (Rupees One Lakh Eighty thousand Only) per annum on cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.

Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

FOCUS EDUMATICS PVT. LTD.

1605, 3rd Floor, BMH Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: # 401, 405, 4th Floor, Dalamal House, J. Bajar Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Kohila T M.Sc Maths*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the Online 'Training and Certification' Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.
5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
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Work-from-Home Employment Terms & Conditions

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- c) Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Keerthana S, M.Sc Maths*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Arundhati. T M.Sc Maths*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Roopashree R M. Se Mathas*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Devidharshini V M.A English*

Sub: Provisional Offer letter for Trainee Tutor position

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2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the Online 'Training and Certification' Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.
5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.
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9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
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Work-from-Home Employment Terms & Conditions

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, **Sayanika S (Eng SF)**

Sub: **Provisional Offer letter for Trainee Tutor position**

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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Trainee Tutor Responsibilities:

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date 23/07/2021

Dear Candidate, *Yazhini D (B.Com SF)*

Sub: Provisional Offer letter for Trainee Tutor position

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date 23/07/2021

Dear Candidate, *Gayathri M (BCA)*

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Sruhi P (BCA)*

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

To: Candidate, *Kavita Lakshmi S B.Sc (CA)*

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Kaviya R B.Sc (cs)*

Sub: **Provisional Offer letter for Trainee Tutor position**

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Nauthini T B.Sc (CS)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, **Sujim B. Se (CS)**

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, **Vijayabharathi S B.Sc(CA)**

Sub: **Provisional Offer letter for Trainee Tutor position**

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2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the Online 'Training and Certification' Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.
5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

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CIN : U43110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 25/07/2021

Dear Candidate, *Dakshin K Mallis (SF)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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Trainee Tutor Responsibilities:

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Work-from-Home Employment Terms & Conditions

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CIN: 1801190MH2004PTC26222A



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 3/07/2021

Dear Candidate, *Jerina I Maths (SF)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U05110MH2004PTC263264

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Pavithradevi A Mathis (SF)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Pradeepa P (Maths SF)*

Sub: Provisional Offer letter for Trainee Tutor position

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ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate,

Resma K Maths (SF)

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Thejesshree S Mathas (SF)*

Sub: Provisional Offer letter for Trainee Tutor position

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Navanya P BA Tamil*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Kovavshini S Chemistery*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U65110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Sasirekha B B.Sc Chemistry*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the Online 'Training and Certification' Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.
5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.
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9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

- a) Your total annual compensation package will be Rs. 1,80,000/- (Rupees One Lakh Eighty thousand Only) per annum or Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.
- b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.
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FOCUS EDUMATICS PVT. LTD.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 3/07/2021

Dear Candidate, *Sivagayathri C Chemistry*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Bhavia B.S B.Com(A)*

Sub: Provisional Offer letter for Trainee Tutor position

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CIN : U85110MH2004PTC263264

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Gayathri N B.Com(A)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Jasmine Z B. Cem (A)*

Sub: Provisional Offer letter for Trainee Tutor position

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Vijayashree V B.Com(A)*

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Malhariniya P Economics*

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Ramshree S, Economics*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Sangeetha R, Economics*

Sub: **Provisional Offer letter for Trainee Tutor position**

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 31/07/2021

Dear Candidate,

Abhiram T Nataraj (A)

Sub: Provisional Offer letter for Trainer Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to you being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the Online 'Training and Certification' Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.
5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

- a) Your total annual compensation package will be Rs. 1,80,000/- (Rupees One Lakh Eighty thousand Only) per annum on Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.
- b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.
- c) Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

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CIN : U85110MH2004PTC263264

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Devipriya.D, Maths(A)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
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9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

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- Responding to the trainer's emails, messages and calls.
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Work-from-Home Employment Terms & Conditions

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CIN : U85110MH2004PTC263264

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Gunabrintha K, Maths (A)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
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9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
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- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
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Work-from-Home Employment Terms & Conditions

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- b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.
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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Jeevitha S, Maths (A)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
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4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.
5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
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8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

- a) Your total annual compensation package will be Rs. 1,80,000/- (Rupees One Lakh Eighty thousand Only) per annum or Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.
- b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.
- c) Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, separate letter of deputation will be issued.

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Kalausevi K, Maths (A)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the Online 'Training and Certification' Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.
5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
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8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Kalaeselvi N, Maths (A)*

Sub: **Provisional Offer letter for Trainee Tutor position**

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
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8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
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Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
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Work-from-Home Employment Terms & Conditions

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, **Karunika A, Maths (A)**

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
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Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
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Work-from-Home Employment Terms & Conditions

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CIN : U85110MH2004PTC263254

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Kiruthika. C, Maths (A)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
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Trainee Tutor Responsibilities:

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Nithya N, Maths (A)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
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Trainee Tutor Responsibilities:

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ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Renuka G (Maitas)*

Sub: Provisional Offer letter for Trainee Tutor position

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3. 100% attendance is compulsory during the Online 'Training and Certification' Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.
5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

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FOCUS EDUMATICS PVT. LTD.

1005, 3rd Floor, BMH Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: # 401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

www.focusedumatics.com



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Sabriya Priya . P Mathas (A)*

Sub: Provisional Offer letter for Trainee Tutor position

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Trainee Tutor Responsibilities:

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CIN : U85110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Vaishnavi T, Matas (A)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

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Trainee Tutor Responsibilities:

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www.focusedumatics.com



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Chandralekha M (Physics)*

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
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Trainee Tutor Responsibilities:

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Gangadevi G (Physics)*

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Jeniamathi . P (Physics)*

Sub: Provisional Offer letter for Trainee Tutor position

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CIN: U55110MH2004PTC263264



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate, *Sathiyapriya J (Physics)*

Sub: Provisional Offer letter for Trainee Tutor position

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FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date: 23/07/2021

Dear Candidate,

Vishnupriya M, Physics

Sub: Provisional Offer letter for Trainee Tutor position

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CIN : US5110MH2004PTC263264

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/11/2021

02-03-2021

To

Ms. M.Sheeba

18BM7155

III year – B.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. M.Sheeba,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/12/2021

02-03-2021

To

Ms. S.K.Bhavadharani

18BM7105

III year – B.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. S.K.Bhavadharani,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/13/2021

02-03-2021

To

Ms. N.Kalaiselvi

18BM 7119

III year – B.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. N.Kalaiselvi,

Greetings!

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Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/14/2021

02-03-2021

To

Ms. M.Karpagam

18BM 7122

III year – B.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. M.Karpagam,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/15/2021

02-03-2021

To

Ms. A.Akilandeeswari

19MM8913

III year – M.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. A.Akilandeeswari,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/16/2021

02-03-2021

To

Ms. T.Arundhathi

19MM8917

III year – M.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. T.Arundhathi,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/17/2021

02-03-2021

To

Ms. A.Kavishree

19MM8926

III year – M.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. A.Kavishree,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/18/2021

02-03-2021

To

Ms. Abarna.M

18BE6970

III year – B.A Economics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Abarna.M,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/19/2021

02-03-2021

To

Ms. Lavanya.M

18BE6970

III year – M.A Economics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Lavanya.M,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/20/2021

02-03-2021

To

Ms. D. Keerthana

19MP9007

III year – M.Sc Physics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. D. Keerthana,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/21/2021

02-03-2021

To

Ms. T. Yuvarani

18BP7204

III year – B.Sc Physics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. T. Yuvarani,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/22/2021

02-03-2021

To

Ms. S. Sindhu

18BP7197

III year – B.Sc Physics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. S. Sindhu,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/23/2021

02-03-2021

To

Ms. D.Kesiya

18BH7025

III year – B.A History

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. D.Kesiya,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/24/2021

02-03-2021

To

Ms. S.Aishwarya

19MH8906

III year – M.A History

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. S.Aishwarya,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/25/2021

02-03-2021

To

Ms. Abinaya B

18BM7442

III year – B.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Abinaya B,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/26/2021

02-03-2021

To

Ms. V.Abirami

18BM7445

III year – B.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. V.Abirami,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/27/2021

02-03-2021

To

Ms. Pavithradevi A

18BM7462

III year – B.Sc Mathematics

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Pavithradevi A,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/28/2021

02-03-2021

To

Ms. M. Dharshini

18BA7310

III year – B.Com

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. M. Dharshini,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/29/2021

02-03-2021

To

Ms. M. Kaviya

18BA7319

III year – B.Com

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. M. Kaviya,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/30/2021

02-03-2021

To

Ms. S. Sai Gayathri

19MC8971

III year – M.Com

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. S. Sai Gayathri,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

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Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/31/2021

02-03-2021

To

Ms. S. Sumaiya Parveen

19MC8976

III year – M.Com

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. S. Sumaiya Parveen,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/32/2021

02-03-2021

To

Ms. Iswarya.K

19MV8986

III year – M.A English Literature

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Iswarya.K,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/33/2021

02-03-2021

To

Ms. Jeevitha.T

19MV8987

III year – M.A English Literature

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Jeevitha.T,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/34/2021

02-03-2021

To

Ms. Sowndharya.T

19MV8998

III year – M.A English Literature

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Sowndharya.T,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/35/2021

02-03-2021

To

Ms. Kiruthika.J

18BL7421

III year – B.A English Literature

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Kiruthika.J,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

Viveka Sadhana

25/61, Sellakumar Street,

Vadugapalayam, Pollachi, Coimbatore Dt - 642001, Tamilnadu

website: www.vslms.in Phone: 9994446531 - 9585057860 e-mail: info@vslms.in

Ref: VS/HR-49/36/2021

02-03-2021

To

Ms. Lavanya.B

18BL7422

III year – B.A English Literature

Sri GVG Visalakshi College for Women

Udumalpet

Coimbatore district

Tamil Nadu

Sub: Offer letter – Graduate Trainee - reg

Dear Ms. Lavanya.B,

Greetings!

With reference to the interview held at your college campus on 17-02-2021, we are pleased to inform you that we are offering you the position of '**Graduate Trainee**' in our company with an annual CTC of Rs.1,80,000/- (Rupees One lakh Eighty Thousand). You are expected to report at our office in Pollachi on 01st June 2021. Please feel free to contact us for any further clarification.

We wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Thanking you,



(HR Manager)

To,

Ms. Kalaiarasi. K

18BM7121 (B.Sc Mathematics)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Kalaiarasi. K

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before **15 May 2021**. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Your gross salary including all benefits will be Rs. 2,40,000/- per annum and will be paid on a monthly basis.

146/4, Ramanathan Complex, New Scheme Road, Pollachi – 642 001. Coimbatore Dist, Tamil Nadu,	Phone : 04259 223596 Mobile : 99425 69139	E-Mail : info@infotrackin.com Web : infotrackin.com
-------------------------------------------------------------------------------------------------	----------------------------------------------	--------------------------------------------------------------------------------------------------



Please refer the Annexure for formalities to be done at or before the date of joining.

Please sign and return the duplicate copy of this Job offer letter OR send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

We wish you all the best.

Thanking You

For Infotrack Technology Solutions

P.K. Sivabalan

Date :

146/4, Ramanathan Complex, New Scheme Road, Pollachi – 642 001. Coimbatore Dist, Tamil Nadu,	Phone : 04259 223596 Mobile : 99425 69139	E-Mail : info@infotrackin.com Web : infotrackin.com
-------------------------------------------------------------------------------------------------	----------------------------------------------	--------------------------------------------------------------------------------------------------

To,

Ms. Kasthuri.S

18BM7125 (B.Sc Mathematics)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Kasthuri.S

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before **15 May 2021**. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Your gross salary including all benefits will be Rs. 2,40,000/- per annum and will be paid on a monthly basis.

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We wish you all the best.

Thanking You

For Infotrack Technology Solutions

P.K. Sivabalan

Date :

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To,

Ms. Janani.K

18BK7614 (BCA)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Janani.K

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before **15 May 2021**. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

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To,

Ms. Nandhinipriya.B

18BK7624 (BCA)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Nandhinipriya.B

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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To,

Ms. Shiva Dharshini L.

18BK7632 (BCA)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Shiva Dharshini L.

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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To,

Ms. P. Vijayashanthi

18BS7515 (B.Sc Computer Science)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. P. Vijayashanthi

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before **15 May 2021**. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

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To,

Ms. K.Poovzhi

18BS7527 (B.Sc Computer Science)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. K.Poovzhi

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before **15 May 2021**. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

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To,

Ms. S.Vanithalakshmi

18BS7550 (B.Sc Computer Science)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. S.Vanithalakshmi

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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To,

Ms. S.Yuvasakthi

18BS7555 (B.Sc Computer Science)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. S.Yuvasakthi

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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For Infotrack Technology Solutions

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To,

Ms. C.Soundarya

18BS7547 (B.Sc Computer Science)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. C.Soundarya

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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To,

Ms. Sankithapriya.S

18BG7584 (B.Sc I.T)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Sankithapriya.S

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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Thanking You

For Infotrack Technology Solutions

P.K. Sivabalan

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To,

Ms. Santhiya N

18BG7585 (B.Sc I.T)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Santhiya N

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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To,

Ms. Suganya.M

18BG7594 (B.Sc I.T)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Suganya.M

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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To,

Ms. Sulthana R

18BM7475 (B.Sc Mathematics)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Sulthana R

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

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For Infotrack Technology Solutions

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To,

Ms. Nandhini R

18BM7459 (B.Sc Mathematics)

Sri GVG Visalakshi College for Women,

Udumalpet, Tamil Nadu.

Offer Letter for the post of Web Developer

Dear Ms. Nandhini R

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Web Developer** for our Product Development Department.

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before **15 May 2021**. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

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Thanking You

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P.K. Sivabalan

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Ref: No: ADITGVG02

Date: 20-04-2021

Dear **Abirami T**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

The representations contained in this offer letter and enclosures supersede all prior written or oral presentations or communications pertaining to **Adroit Technologies's** offer of Employment.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - A.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. HR Policy

During the date of joining we need the following documents for verification with a set of photocopies and any one of the original certificate should be submitted.

1. Course Completion Certificate.
2. UG – Certificate with mark sheet.
3. SSLC, HSC – Mark sheet.
4. Photo ID proof with Residential Address.
5. Two passport size photograph.

2. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

3. Nature of Work:

Your nature of work mainly includes all the aspects of the Duties and responsibilities as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

4. Working Hours:

The regular working hours of the company are from 10am to 7pm including 60 minutes for lunch break and 30 minutes for tea break.

5. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

6. Training:

You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

7. Secrecy/Confidentiality:

During the course of your employment with the company or at any time there after you will not divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other

purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also uses your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

8. Restrain:

i. Access to Information:

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

9. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

10. Dress Code:

You are expected to look neat and presentable while on the job. You should wear Formals on all days except Saturday where you can use casuals.
Identity card is must inside the company.

11. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

12. Termination of Service:

- i. Either party can terminate this employment by serving a notice of two month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

13. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

14. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Signature of the Employee

Ref: No: ADITGVG13

Date: 20-04-2021

Dear **Keerthana D**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month. You may also be eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

The representations contained in this offer letter and enclosures supersede all prior written or oral presentations or communications pertaining to **Adroit Technologies's** offer of Employment.

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Please sign and return duplicate copy of this letter in token of your acceptance.

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Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. HR Policy

During the date of joining we need the following documents for verification with a set of photocopies and any one of the original certificate should be submitted.

1. Course Completion Certificate.
2. UG – Certificate with mark sheet.
3. SSLC, HSC – Mark sheet.
4. Photo ID proof with Residential Address.
5. Two passport size photograph.

2. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

3. Nature of Work:

Your nature of work mainly includes all the aspects of the Duties and responsibilities as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

4. Working Hours:

The regular working hours of the company are from 10am to 7pm including 60 minutes for lunch break and 30 minutes for tea break.

5. Late comings:

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6. Training:

You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

7. Secrecy/Confidentiality:

During the course of your employment with the company or at any time there after you will not divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other

purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also uses your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

8. Restrain:

i. Access to Information:

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

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You are expected to look neat and presentable while on the job. You should wear Formals on all days except Saturday where you can use casuals.
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11. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

12. Termination of Service:

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- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

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You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

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The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Signature of the Employee

Ref: No: ADITGVG16

Date: 20-04-2021

Dear **Dhivya S**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

The representations contained in this offer letter and enclosures supersede all prior written or oral presentations or communications pertaining to **Adroit Technologies's** offer of Employment.

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Director-Institute Relations & HR

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Signature of the Employee

Ref: No: ADITGVG14

Date: 20-04-2021

Dear **G.T.Soundarya**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

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Signature of the Employee

Ref: No: ADITGVG15

Date: 20-04-2021

Dear **Yamuna G**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

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Signature of the Employee

Ref: No: ADITGVG04

Date: 20-04-2021

Dear **Gayathri G**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

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- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

13. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

14. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Signature of the Employee

Ref: No: ADITGVG17

Date: 20-04-2021

Dear **Jayabharathi E**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month. You may also be eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

The representations contained in this offer letter and enclosures supersede all prior written or oral presentations or communications pertaining to **Adroit Technologies's** offer of Employment.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - A.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. HR Policy

During the date of joining we need the following documents for verification with a set of photocopies and any one of the original certificate should be submitted.

1. Course Completion Certificate.
2. UG – Certificate with mark sheet.
3. SSLC, HSC – Mark sheet.
4. Photo ID proof with Residential Address.
5. Two passport size photograph.

2. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

3. Nature of Work:

Your nature of work mainly includes all the aspects of the Duties and responsibilities as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

4. Working Hours:

The regular working hours of the company are from 10am to 7pm including 60 minutes for lunch break and 30 minutes for tea break.

5. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

6. Training:

You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

7. Secrecy/Confidentiality:

During the course of your employment with the company or at any time there after you will not divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other

purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also uses your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

8. Restrain:

i. Access to Information:

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

9. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

10. Dress Code:

You are expected to look neat and presentable while on the job. You should wear Formals on all days except Saturday where you can use casuals.
Identity card is must inside the company.

11. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

12. Termination of Service:

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Signature of the Employee

Ref: No: ADITGVG01

Date: 20-04-2021

Dear **Sowmiya M**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

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4. Photo ID proof with Residential Address.
5. Two passport size photograph.

2. Personal Particulars:

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You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

7. Secrecy/Confidentiality:

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purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also uses your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

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ii. Restriction on Personal Use:

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Signature of the Employee

Ref: No: ADITGVG06

Date: 20-04-2021

Dear **Malathi C**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. HR Policy

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5. Two passport size photograph.

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You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

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purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also uses your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

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Signature of the Employee

Ref: No: ADITGVG03

Date: 20-04-2021

Dear **Marutha Saranitha S**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. HR Policy

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Signature of the Employee

Ref: No: ADITGVG18

Date: 20-04-2021

Dear **Ramya D**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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Yours truly,
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T.Vidhya Sri
Director-Institute Relations & HR

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7. Secrecy/Confidentiality:

During the course of your employment with the company or at any time there after you will not divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other

purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also uses your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

8. Restrain:

i. Access to Information:

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

9. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

10. Dress Code:

You are expected to look neat and presentable while on the job. You should wear Formals on all days except Saturday where you can use casuals.
Identity card is must inside the company.

11. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

12. Termination of Service:

- i. Either party can terminate this employment by serving a notice of two month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

13. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

14. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Signature of the Employee

Ref: No: ADITGVG10

Date: 20-04-2021

Dear **Kaviyalosani S**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

The representations contained in this offer letter and enclosures supersede all prior written or oral presentations or communications pertaining to **Adroit Technologies's** offer of Employment.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - A.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. **HR Policy**

During the date of joining we need the following documents for verification with a set of photocopies and any one of the original certificate should be submitted.

1. Course Completion Certificate.
2. UG – Certificate with mark sheet.
3. SSLC, HSC – Mark sheet.
4. Photo ID proof with Residential Address.
5. Two passport size photograph.

2. **Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

3. **Nature of Work:**

Your nature of work mainly includes all the aspects of the Duties and responsibilities as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

4. **Working Hours:**

The regular working hours of the company are from 10am to 7pm including 60 minutes for lunch break and 30 minutes for tea break.

5. **Late comings:**

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

6. **Training:**

You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

7. **Secrecy/Confidentiality:**

During the course of your employment with the company or at any time there after you will not divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other

purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also uses your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

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Signature of the Employee

Ref: No: ADITGVG11

Date: 20-04-2021

Dear **Vijayabharathi S**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - A.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. HR Policy

During the date of joining we need the following documents for verification with a set of photocopies and any one of the original certificate should be submitted.

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4. Photo ID proof with Residential Address.
5. Two passport size photograph.

2. Personal Particulars:

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3. Nature of Work:

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Signature of the Employee

Ref: No: ADITGVG19

Date: 20-04-2021

Dear **Sabeena K**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - A.

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Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. HR Policy

During the date of joining we need the following documents for verification with a set of photocopies and any one of the original certificate should be submitted.

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2. UG – Certificate with mark sheet.
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4. Photo ID proof with Residential Address.
5. Two passport size photograph.

2. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

3. Nature of Work:

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You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

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Signature of the Employee

Ref: No: ADITGVG07

Date: 20-04-2021

Dear **Sandhiya A**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
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T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

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Signature of the Employee

Ref: No: ADITGVG05

Date: 20-04-2021

Dear **Sangamithra R**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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Yours truly,
For Adroit Technologies Innovative Solutions Pvt Ltd



T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

1. HR Policy

During the date of joining we need the following documents for verification with a set of photocopies and any one of the original certificate should be submitted.

1. Course Completion Certificate.
2. UG – Certificate with mark sheet.
3. SSLC, HSC – Mark sheet.
4. Photo ID proof with Residential Address.
5. Two passport size photograph.

2. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

3. Nature of Work:

Your nature of work mainly includes all the aspects of the Duties and responsibilities as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

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The regular working hours of the company are from 10am to 7pm including 60 minutes for lunch break and 30 minutes for tea break.

5. Late comings:

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6. Training:

You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

7. Secrecy/Confidentiality:

During the course of your employment with the company or at any time there after you will not divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other

purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also uses your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

8. Restrain:

i. Access to Information:

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

ii. Restriction on Personal Use:

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12. Termination of Service:

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- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

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The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Signature of the Employee

Ref: No: ADITGVG08

Date: 20-04-2021

Dear **Sruthi P**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month You may also eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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T.Vidhya Sri
Director-Institute Relations & HR

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Signature of the Employee

Ref: No: ADITGVG09

Date: 20-04-2021

Dear **Rishitha V**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month. You may also be eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

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Signature of the Employee

Ref: No: ADITGVG12

Date: 20-04-2021

Dear **Suriyapriya V**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

Your starting consolidated salary will be **Rs.13,000** /- (Rupees Thirteen Thousand only) per month. You may also be eligible for other compensation and fringe benefits subject to terms set by **Adroit Technologies Innovative Solutions Pvt Ltd**, any of which may be amended from time to time.

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T.Vidhya Sri
Director-Institute Relations & HR

Annexure – A

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Signature of the Employee

Ref: No: ADITGVG20

Date: 20-04-2021

Dear **Vinothini N**

We are pleased to offer you an appointment in our organization as **Software Technical Trainer** with effect from May 3, 2021.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

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- i. Either party can terminate this employment by serving a notice of two month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

13. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

14. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Signature of the Employee



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **B. Sandhiya**,

Colour Society is delighted to offer you the Full-Time position of **Data Entry Operator** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

You will report directly to Team Lead, Working hours are from 24X7. Week Off and Shift will be decided at the time of on boarding.

The starting salary for this position is **Rs.2,48,000 per annum**. Payment is on a Monthly basis by Bank Transfer, starting on 31-8-2021. In addition, you will be eligible to receive additional compensation potential.

Colour Society offers a comprehensive benefits program, will be discussed with you at the time of on boarding.

Your employment with Colour Society will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advance notice. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this.

Sincerely,

[S. Umamaheswari]
[Recruitment Head]



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **B. Sandhiya**,

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As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Sincerely,

[S. Umamaheswari]
[Recruitment Head]



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **G. Mounika**,

Colour Society is delighted to offer you the Full-Time position of **Graphic Designer** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Sincerely,

[S. Umamaheswari]
[Recruitment Head]



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **S. Nirmala**,

Colour Society is delighted to offer you the Full-Time position of **Data Entry Operator** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Please confirm your acceptance of this offer by signing and returning this.

Sincerely,

[S. Umamaheswari]
[Recruitment Head]



Colour Society

Brightening Society with Innovative Colours.

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **R. Sneka**,

Colour Society is delighted to offer you the Full-Time position of **Graphic Designer** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Please confirm your acceptance of this offer by signing and returning this.

4 / 5

S. Umamaheswari

[S. Umamaheswari]
[Recruitment Head]



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **R. Sivakami**,

Colour Society is delighted to offer you the Full-Time position of **Graphic Designer** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Sincerely,

[S. Umamaheswari]
[Recruitment Head]



Colour Society

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7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **M.Deepa**,

Colour Society is delighted to offer you the Full-Time position of **Data Entry Operator** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Sincerely,

[S. Umamaheswari]
[Recruitment Head]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **S. Gayathri**,

Colour Society is delighted to offer you the Full-Time position of **Data Entry Operator** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

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Please confirm your acceptance of this offer by signing and returning this.

Sincerely,

[S. Umamaheswari]
[Recruitment Head]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **V. Krithika**

Colour Society is delighted to offer you the Full-Time position of **Data Entry Operator** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Sincerely,

[S. Umamaheswari]
[Recruitment Head]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **S. Lalithambigai**,

Colour Society is delighted to offer you the Full-Time position of **Data Entry Operator** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Sincerely,

[S. Umamaheswari]
[Recruitment Head]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____



Colour Society

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7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **S. Jeevanandhini**,

Colour Society is delighted to offer you the Full-Time position of **Graphic Designer** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

As the Graphic Designer, you will be responsible for day to day activities of our Graphic team. You will be join as a Trainee to our creative team. Upon successful completion of your training, you will be moved to Business Creative Team.

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Sincerely,

[S. Umamaheswari]
[Recruitment Head]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____



Colour Society

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7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **S. Kalaivani**,

Colour Society is delighted to offer you the Full-Time position of **Graphic Designer** with an anticipated start date of **1 August 2021**, contingent upon Document Verification & Background check.

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Sincerely,

[S. Umamaheswari]
[Recruitment Head]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____



Colour Society

Brightening Society with Innovative Colours

7, Kalpana Road, Udumalpet - 642126. Cell 70927 58881, Email: coloursocietyudt@gmail.com

Dear **R. Kavitha**,

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Please confirm your acceptance of this offer by signing and returning this.

Sincerely,

[S. Umamaheswari]
[Recruitment Head]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____



Udumalai Diagnostics & X - Rays

(Quality Laboratory Services)

37, Kathir Complex, Near Bus stand, East to Anusham Theatre, Udumalpet.

Cell : 98654 06685, 97 88 300 700 ☎ : 04252 - 222115



ADVANCED THYROID TESTING HORMONE LAB - DIGITAL X-RAY

Letter of Application Offer

Date:25.05.2021

Dear Imayavarshini R,

We are pleased to offer you the position of junior Lab Assistant, Udumalai Diagnostic Centre, Udumalpet. We feel confident that you will contribute your skills & experience towards the growth of our organisation.

As per the discussion, your starting date will be on 01.06.2021 please confirm your acceptance of this offer by signing & returning the copy of this offer letter. The salary for this position is around 7000/- per month you will be eligible for overtime composition (optional). We look forward to welcoming you on board.

For (Udumalai Diagnostic Centre)

Managing Director

UDUMALAI DIAGNOSTICS & X-RAYS,
37, Kathir Complex,
East to Anusham Theatre,
Udumalpet - 642 126.
Cell: 98654 06685.



Udumalai Diagnostics & X - Rays

(Quality Laboratory Services)

37, Kathir Complex, Near Bus stand, East to Anusham Theatre, Udumalpet.

Cell : 98654 06685, 97 88 300 700 ☎ : 04252 - 222115



ADVANCED THYROID TESTING HORMONE LAB - DIGITAL X-RAY

Letter of Application Offer

Dear Divya Bharathi B,

Date:25.05.2021

We are pleased to offer you the position of junior Lab Assistant, Udumalai Diagnostic Centre, Udumalpet. We feel confident that you will contribute your skills & experience towards the growth of our organisation.

As per the discussion, your starting date will be on 01.06.2021 please confirm your acceptance of this offer by signing & returning the copy of this offer letter. The salary for this position is around 7000/- per month you will be eligible for overtime composition (optional). We look forward to welcoming you on board.

For (Udumalai Diagnostic Centre)

Managing Director

UDUMALAI DIAGNOSTICS & X-RAYS,
37, Kathir Complex,
East to Anusham Theatre,
Udumalpet - 642 126.
Cell: 98654 06685.

FULLY AUTO CELL COUNTER • FREE HOME COLLECTION • COMPUTERISED AUTO ANALYSER • DIGITAL X-RAY (500 MA) • ECG

UDUMALAI AMBULANCE SERVICE (24 Hrs)



Udumalai Diagnostics & X-Rays

(Quality Laboratory Services)

37, Kathir Complex, Near Bus stand, East to Anusham Theatre, Udumalpet.
Cell : 98654 06685, 97 88 300 700 © : 04252 - 222115



ADVANCED THYROID TESTING HORMONE LAB - DIGITAL X-RAY

Letter of Application Offer

Date:25.05.2021

Dear Sivagayathiri C,

We are pleased to offer you the position of junior Lab Assistant, Udumalai Diagnostic Centre, Udumalpet. We feel confident that you will contribute your skills & experience towards the growth of our organisation.

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For (Udumalai Diagnostic Centre)

Managing Director

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(Quality Laboratory Services)

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Cell : 98654 06685, 97 88 300 700 ☎ : 04252 - 222115



ADVANCED THYROID TESTING HORMONE LAB - DIGITAL X-RAY

Letter of Application Offer

Date:25.05.2021

Dear Kanniyammal M,

We are pleased to offer you the position of junior Lab Assistant, Udumalai Diagnostic Centre, Udumalpet. We feel confident that you will contribute your skills & experience towards the growth of our organisation.

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For (Udumalai Diagnostic Centre)

Managing Director

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Udumalpet - 642 126.
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UDUMALAI AMBULANCE SERVICE (24 Hrs)

Udumalai Lab & X - Rays



(Quality Laboratory Services)

No. 17A, C-3, Devi Building, Near GH(Government Hospital)
Katchery Street, Udumalpet - 642 126.
Cell : 98654 06685, 97 88 300 700



✉ udxlab@gmail.com

ONLY ONE FULLY AUTOMATED HORMONE LAB IN UDUMALPET & DIGITAL X - RAY

🌐 www.udumalailab.in

REPORT

Letter of Application Offer

Date:25.05.2021

Dear Sneha A,

We are pleased to offer you the position of junior Lab Assistant, Udumalai Labs & X-Ray Centre, Udumalpet. We feel confident that you will contribute your skills & experience towards the growth of our organisation.

As per the discussion, your starting date will be on 01.06.2021 please confirm your acceptance of this offer by signing & returning the copy of this offer letter. The salary for this position is around 7000/- per month you will be eligible for overtime composition (optional). We look forward to welcoming you on board.

For (Udumalai Labs & X-Ray Centre)

Managing Director

UDUMALAI LAB & X-RAYS

No. 17-A, C-3, Devi Building,
Near G.H. (Government Hospital),
Katchery Street, Udumalpet - 642 126.
Cell : 98654 06685

Technologist

M. THAVASUMANI M.Sc.(Micro),B.Ed.,PGDMLT.,C.DIAB
Microbiologist.

FULLY AUTO HORMONE ANALYSER (CLIA) • FREE HOME COLLECTION • COMPUTERISED AUTO ANALYSER • ECG
UDUMALAI AMBULANCE SERVICE (24 Hrs - ADVANCED LIFE SUPPORT)

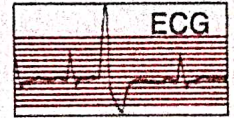
PARTICIPATING IN CMC VELLORE EXTERNAL QUALITY CONTROL PROGRAMME

Udumalai Lab & X - Rays



(Quality Laboratory Services)

No. 17A, C-3, Devi Building, Near GH(Government Hospital)
Katchery Street, Udumalpet - 642 126.
Cell : 98654 06685, 97 88 300 700



✉ udxlab@gmail.com

ONLY ONE FULLY AUTOMATED HORMONE LAB IN UDUMALPET & DIGITAL X - RAY

🌐 www.udumalalab.in

REPORT

Letter of Application Offer

Date:25.05.2021

Dear Priyanka S,

We are pleased to offer you the position of junior Lab Assistant, Udumalai Labs & X-Ray Centre, Udumalpet. We feel confident that you will contribute your skills & experience towards the growth of our organisation.

As per the discussion, your starting date will be on 01.06.2021 please confirm your acceptance of this offer by signing & returning the copy of this offer letter. The salary for this position is around 7000/- per month you will be eligible for overtime composition (optional). We look forward to welcoming you on board.

For (Udumalai Labs & X-Ray Centre Centre)

Managing Director

UDUMALAI LAB & X-RAYS

No. 17-A, C-3, Devi Building,
Near G.H. (Government Hospital),
Katchery Street, Udumalpet-642 126.
Cell : 98654 06685

M. THAVASUMANI M.Sc.(Micro),B.Ed.,PGDMLT,C.DIAB
Microbiologist.

Technologist

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PARTICIPATING IN CMC VELLORE EXTERNAL QUALITY CONTROL PROGRAMME

Udumalai Lab & X - Rays

(Quality Laboratory Services)

No. 17A, C-3, Devi Building, Near GH(Government Hospital)

Katchery Street, Udumalpet - 642 126.

Cell : 98654 06685, 97 88 300 700



✉ udxlab@gmail.com

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🌐 www.udumalailab.in

REPORT

Letter of Application Offer

Date:25.05.2021

Dear Vasundara K,

We are pleased to offer you the position of junior Lab Assistant, Udumalai Labs & X-Ray Centre, Udumalpet. We feel confident that you will contribute your skills & experience towards the growth of our organisation.

As per the discussion, your starting date will be on 01.06.2021 please confirm your acceptance of this offer by signing & returning the copy of this offer letter. The salary for this position is around 7000/- per month you will be eligible for overtime composition (optional). We look forward to welcoming you on board.

Sincerely,

For (Udumalai Labs & X-Ray Centre)

Managing Director

UDUMALAI LAB & X-RAYS

No. 17-A, C-3, Devi Building,
Near G.H. (Government Hospital),
Katchery Street, Udumalpet - 642 126.
Cell : 98654 06685

Technologist

M. THAVASUMANI M.Sc.(Micro), B.Ed., PGDMLT, C.DIAB
Microbiologist.

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Udumalai Lab & X - Rays



(Quality Laboratory Services)

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Katchery Street, Udumalpet - 642 126.
Cell : 98654 06685, 97 88 300 700



✉ udxlab@gmail.com

ONLY ONE FULLY AUTOMATED HORMONE LAB IN UDUMALPET & DIGITAL X - RAY

🌐 www.udumalailab.in

REPORT

Letter of Application Offer

Date:25.05.2021

Dear Senthamilpriya S,

We are pleased to offer you the position of junior Lab Assistant, Udumalai Labs & X-Ray Centre, Udumalpet. We feel confident that you will contribute your skills & experience towards the growth of our organisation.

As per the discussion, your starting date will be on 01.06.2021 please confirm your acceptance of this offer by signing & returning the copy of this offer letter. The salary for this position is around 7000/- per month you will be eligible for overtime composition (optional). We look forward to welcoming you on board.

For (Udumalai Labs & X-Ray Centre)

Managing Director

UDUMALAI LAB & X-RAYS

No. 17-A, C-3, Devi Building,
Near G.H. (Government Hospital),
Katchery Street, Udumalpet-642 126.
Cell : 98654 06685

Technologist

M. THAVASUMANI M.Sc.(Micro),B.Ed.,PGDMLT.,C.DIAB
Microbiologist.

FULLY AUTO HORMONE ANALYSER (CLIA) • FREE HOME COLLECTION • COMPUTERISED AUTO ANALYSER • ECG
UDUMALAI AMBULANCE SERVICE (24 Hrs - ADVANCED LIFE SUPPORT)

PARTICIPATING IN CMC VELLORE EXTERNAL QUALITY CONTROL PROGRAMME

L. பஞ்சலிங்கம்

உறுப்பினர் : முகவர்களுக்கான தலைவர் மன்றம்

L. Panchalingam

Member Chairman's Club For Agents



Letter of Appointment

To whomsoever it may concern

Sub: Appointment for the post of computer operator

Ms.k.Subhiksha, B.A English literature has been appointed as computer operator in our office with the monthly salary of Rs.10000.

 **L. PANCHALINGAM**
LIC Agent Code : 17022769
Chairman's Club Member
14, Vasavi Nagar, Extension,
Udumalpet - 642 126, Cell : 98422 25564

அலுவலகம் : உடுமலைப்பேட்டை கிளை, உடுமலைப்பேட்டை - 642 126.

வீடு : 14/1, சிக்கந்தர் தெரு, காந்தி நகர், உடுமலைப்பேட்டை - 642 154

போன் : (04252) 233222 செல் : 98428 55564, 98422 25564 ஈ-மெயில் : panchalingam@gmail.com

Off : Udumalpet Branch, Udumalpet - 642 126

Resi : 14/1, Sikkandhar Street, Gandhi Nagar, Udumalpet - 642 154.

Tel : (04252) 233222 Cell : 98428 55564, 98422 25564 E-mail : panchalingam@gmail.com

L. பஞ்சலிங்கம்
உறுப்பினர் : முகவர்களுக்கான தலைவர் மன்றம்
L. Panchalingam
Member Chairman's Club For Agents

Letter of Appointment

To whomsoever it may concern

Sub: Appointment for the post of Office Assistant

Ms.R.Lavanya, B.A English literature has been appointed as office Assistant in our office with the monthly salary of Rs.12000.


 **L. PANCHALINGAM**
LIC Agent Code : 17022769
Chairman's Club Member
14, Vasavi Nagar, Extension,
Udumalpet - 642 126, Cell : 98422 25564

அலுவலகம் : உடுமலைப்பேட்டை கிளை, உடுமலைப்பேட்டை - 642 126.
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போன் : (04252) 233222 செல் : 98428 55564, 98422 25564 ஈ-மெயில் : panchalingam@gmail.com

Off : Udumalpet Branch, Udumalpet - 642 126
Resi : 14/1, Sikkandhar Street, Gandhi Nagar, Udumalpet - 642 154.
Tel : (04252) 233222 Cell : 98428 55564, 98422 25564 E-mail : panchalingam@gmail.com

S. Dhanaullah
Proprietor

Cell : 99439 39932
93604 84247
98422 47972
90437 36436

BABU HEAVY DRIVING SCHOOL

15, Bye Pass Road, (Opp) Bus Stand,
Udamalpet (Tk), Tiruppur (Dt).

Gmail: babuds1234567@gmail.com

Date :

Letter of Appointment

To Whomsoever It may concern

Sub: Appointment for the post of Accountant

C.Smitha priyadharshini, B.A English Literature has been
appointed as clerk in our office with the monthly salary of Rs.12000.

S. D. L. a
Baabu Driving School.
15 Bye Pass Road
Udamalpet

Cell : 99439 39932
93604 84247
98422 47972
90437 36436

S. Dhanaullah
Proprietor

BABU HEAVY DRIVING SCHOOL

15, Bye Pass Road, (Opp) Bus Stand,
Udamalpet (Tk), Tiruppur (Dt).

Gmail: babuds1234567@gmail.com

Date :

Letter of Appointment

To Whomsoever It may concern

Sub: Appointment for the post of Ladies Four wheeler Trainer

P.Sneka, B.A English Literature has been appointed as clerk in
our office with the monthly salary of Rs.15000.

S. D L e e

Baabu Driving School

15, Bye Pass Road

Udamalpet

S. Dhanaullah
Proprietor

Cell : 99439 39932
93604 84247
98422 47972
90437 36436

BABU HEAVY DRIVING SCHOOL
15, Bye Pass Road, (Opp) Bus Stand,
Udamalpet (Tk), Tiruppur (Dt).

Gmail: babuds1234567@gmail.com

Date :

Letter of Appointment

To Whomsoever It may concern

Sub: Appointment for the post of Computer Operator 2

M.Nivetha, B.A English Literature has been appointed as clerk in
our office with the monthly salary of Rs.14000.

S. Dhanaullah
Baabu Driving School
15, Bye Pass Road
Udamalpet

S. Dhanaullah
Proprietor

Cell : 99439 39932
93604 84247
98422 47972
90437 36436

BABU HEAVY DRIVING SCHOOL
15, Bye Pass Road, (Opp) Bus Stand,
Udamalpet (Tk), Tiruppur (Dt).

Gmail: babuds1234567@gmail.com

Date :

Letter of Appointment

To Whomsoever it may concern

Sub: Appointment for the post of Ladies Two wheeler Trainer

T.Madhusri, B.A English Literature has been appointed as clerk in
our office with the monthly salary of Rs.10000.

S. Dhanaullah
Baabu Driving School,
15, Bye Pass Road
Udamalpet

S. Dhanaullah
Proprietor

Cell : 99439 39932
93604 84247
98422 47972
90437 36436

BABU HEAVY DRIVING SCHOOL
15, Bye Pass Road, (Opp) Bus Stand,
Udamalpet (Tk), Tiruppur (Dt).

Gmail: babuds1234567@gmail.com

Date :

Letter of Appointment

To Whomsoever It may concern

Sub: Appointment for the post of Computer Operator I

B.Lavanya, B.A English Literature has been appointed as clerk in
our office with the monthly salary of Rs.14000.

S. D. Lese
Baabu Driving School
15, Bye Pass Road
Udamalpet

S. Dhanaulah
Proprietor

Cell : 99439 39932
93604 84247
98422 47972
90437 36436

BABU HEAVY DRIVING SCHOOL
15, Bye Pass Road, (Opp) Bus Stand,
Udamalpet (Tk), Tiruppur (Dt).

Gmail: babuds1234567@gmail.com

Date :

Letter of Appointment

To Whomsoever It may concern

Sub: Appointment for the post of Office Assistant

J.Kiruthika, B.A English Literature has been appointed as clerk in
our office with the monthly salary of Rs.13000.

S. Dhanaulah
Baabu Driving School
15, Bye Pass Road
Udamalpet

S. Dhanaullah
Proprietor

Cell : 99439 39932
93604 84247
98422 47972
90437 36436

BABU HEAVY DRIVING SCHOOL
15, Bye Pass Road, (Opp) Bus Stand,
Udamalpet (Tk), Tiruppur (Dt).

Gmail: babuds1234567@gmail.com

Date :

Letter of Appointment

To Whomsoever It may concern

Sub: Appointment for the post of clerk

K.Gokila, B.A English Literature has been appointed as clerk in
our office with the monthly salary of Rs.10000.

S. Dile
Baabu Driving School.
15, Bye Pass Road
Udamalpet



Offer: Computer Consultancy
Ref: TCSL/DT20217795280/Bangalore
Date: 07/07/2021

Ms. Harini Kavya K
4/168aBalakrishnan Street,
Sivasakthi Colony,
Udumalpet-642126,
Tamilnadu.
Tel# 91-7598241048

Dear Harini Kavya 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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS 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 and you meeting the TCS eligibility criteria.

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 **₹7,950/-** per month.

TCS Confidential
TCSL/DT20217795280



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 ₹3,180/- 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. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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TCSL/DT20217795280

2

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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TCSL/DT20217795280

3

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.



12. TATA Code of Conduct

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

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

19. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



23. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Harini Kavya K
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



07-Jun-2021

Dear Kiruba Sneka S,
B.Sc., Chemistry
Sri Gvg Visalakshi College For Women (Autonomous)

Candidate ID – 16395447

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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

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

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

Please note:

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

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Kiruba Sneka S

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

Kiruba Sneka S, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

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

discretion and notified to you in advance.

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

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

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited Kiruba Sneka S

Sign: _____

Sign: _____

Name:

Name:



07-Jun-2021

Dear Madhumalar B,
B.Com., Commerce
Sri Gvg Visalakshi College For Women (Autonomous)

Candidate ID – 16395448

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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

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

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

Please note:

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

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Madhumalar B

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

Madhumalar B, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

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

discretion and notified to you in advance.

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

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

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited Madhumalar B

Sign: _____

Sign: _____

Name:

Name:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20217529160/Chennai/BPS/BTN
Date: 27/10/2021

Ms. Malarvizhi Duraisamy
214, Nathapalayam North
Nathapalayam
Opposite Of Temple
Mulanur-638106
Tamilnadu
Tel# 91-9347671456

Dear Ms. Malarvizhi Duraisamy,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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

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



OTHER BENEFITS

1. Health Insurance Scheme

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

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

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

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

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

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

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

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

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

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

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

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

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

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



6. **Process Specific Stipend:**

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

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**

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

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

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

2. **Traineeship Period:**

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

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

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

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

3. **Hours of Training:**

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

4. **Leave:**

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

5. **Transport:**

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

6. **Alternative Occupation / Traineeship:**



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

7. Confidentiality, Data and Intellectual Property Protection:

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

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

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

10. Notice Period:

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

11. Medical Test:

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

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

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

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own



declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

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

14. Initial Learning Programme (ILP)

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

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

15. Letter of Appointment

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

16. Personal Data Processing:

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

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

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

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

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

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or



TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

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

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

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



Withdrawal of Offer

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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20217529160/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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



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

4. Prior knowledge

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

5. Use of third party material

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

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

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

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

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

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

6. Security policies and Guidelines.

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

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



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

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

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

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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

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

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:



Campus Hiring | Onboarding Updates

Welcome to Wipro | Virtual Onboarding Day – 3rd November 2021

Dear jothikaraj

Resume Number - 20744837,

Greetings from Wipro!

We hope you and your loved ones are staying safe and well.

We are pleased to inform you that your joining in Wipro is scheduled on **8th November 2021**.

In order for a successful joining in Wipro, we would like to onboard you virtually on **3rd November 2021** for completion of your joining formalities as per the information mentioned below.

Please click on the below mentioned link for joining the onboarding virtually from your laptop/desktop. Please ensure that you have good network connectivity in order to complete the joining formalities.

Joining Link for Virtual Onboarding - <https://wiprocon.webex.com/join/jt1-1234567890>

Virtual Onboarding Date	Time	Contact Person
3rd November 2021	9:00:00 AM	Arun John Alen

***Kindly note,**

§ In case you do not have any of the mandatory documents currently, please submit the documents within 90 days of joining Wipro.

§ If you have not yet written your final semester exam, Wipro will provide you 2 weeks of paid leaves which you can avail during the exam time. However, we will require an official mail from your college, confirming the same.



To

September 28,2021

Vidhya Priya. B,
Saminathapuram, Ammapatti (PO),
Aravai (TK), Karur (DT),
Pin - 639203

E-mail: vidhyapriyab19@gmail.com
Contact: 8754934452

Welcome Letter

Dear Vidhya Priya,

We welcome you to Aspirant Labs and are confident that you will build a long and mutually rewarding career with us. We believe that it is individuals like you who can along with all of us build a world-class company.

Aspirant Labs provides long-term career opportunities for every one of its employees. We sincerely hope that you will grow with us and develop a world-class environment.

Enclosed please find your employment letter and other relevant details. Meanwhile, if you would like to know more about the company or for any other clarifications, please contact our Human Resources Team.

Thanking You.

Yours truly,

Abul Hassan
Managing Partner



To

September 28,2021

Vidhya Priya. B,
Saminathapuram, Ammapatti (PO),
Aravai (TK), Karur (DT),
Pin - 639203

E-mail: vidhyapriyab19@gmail.com
Contact: 8754934452

Sub – Employment Letter

Dear Vidhya Priya,

We are pleased to make an offer to you to join Aspirant Labs at our office located in Arumbakkam, Chennai on 04/10/2021 as a Quality Analyst trainee. Your total cost to the company will be Rs. 180000/- per annum, in words One Lakh Eighty Thousand Rupees Only.

TERMS & CONDITIONS

This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time. Hence you are requested to contact the Human Resources department policies / rules / regulations, which are applicable to you. We expect you to keep the salary details confidential at all times.

PROBATION PERIOD

The probation period for the position Software Developer Trainee / QA Trainee is 6 months. There will be an evaluation at the end of the probation period. Upon successful completion of the probation period your designation will be revised to Software Developer / Software Tester.

NATURE OF EMPLOYMENT

This offer is made on the clear understanding that your employment is on a whole-time basis and that you will not undertake any other part time/full-time work, without the consent of the company. Also, this employment is of continuous nature and does not entail any compensation for any overtime worked by you.

TRANSFER

You could be transferred to any other offices/branches/subsidiaries/affiliates either domestic or abroad, should the need arise. You will abide by the company's rules and regulations as may be in effect from time to time with respect to your function, grr location where you work.

METHODS

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will remain sole right/property of the company.



CODE OF CONDUCT

Aspirant Labs has a code of conduct, confidentiality and non-compete agreements, primarily to address working standards and business interests. Employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, including potentially termination of employment.

CONTRACT OF EMPLOYMENT

When you sign this offer letter document, it is assumed that you commit to stay with the Company for a minimum period of 2 years, unless your services are terminated by company. In case you wish to disassociate yourself from the Company before completing your two years, company shall not issue you Service Certificate, relieving letter and other such documents and at the same time all your existing dues with the company if any, shall not be cleared by the company.

TERMINATION

Either party may terminate the appointment by giving the other party two months' notice in writing. Also, the company may terminate your services with immediate effect by paying one week salary and allowances, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company. This clause is applicable after the completion of contract tenure.

TAX IMPLICATIONS

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes. All Statutory taxes are applicable as per government norms.

BACKGROUND CHECK & REFERENCES

We would be conducting a background and reference check on your employment details. You joining us is contingent upon our obtaining a satisfactory report on the background check conducted by our approved agency relating to employment, experience, work history etc.

You are requested to sign the enclosed copy and submit to us before the end-date as a token of acceptance of the offer. We are confident that you will advance professionally and financially with Aspirant Labs., through your diligence and professionalism.

Yours sincerely,
For **Aspirant Labs**

Abul Hassan
Managing Partner

Acceptance

I, Vidhya Priya, agree to accept the employment on the terms and conditions mentioned in this appointment letter and the annexures. I hope to join Aspirant Labs. On

_____.

Name:

Signature

Date

Place

Annexure -1

Salary Calculation	
Monthly breakup of Gross Salary	
Details	Monthly
Basic	6500
HRA	3250
Conveyance	1600
Medical	1250
Other Allowance	2400
Gross Salary	15000
Professional Tax- standard	208
Net Salary Payable	14792



Date:06/09/2021

Dear Candidate,

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a “**Trainee Tutor**” on the following Terms and conditions and your date of joining is 06/09/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this ‘Work-from-home’ (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online ‘Training and Certification’ and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the Online ‘Training and Certification’ Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this ‘Training and Certification’ Program which will be paid after your successful completion of the same.
5. Prerequisite for the above ‘Training and Certification’ program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of ‘Training & Certification’ and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer’s emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

- a) Your total annual compensation package will be Rs. 1,80,000/- (Rupees One Lakh Eighty thousand Only) per annum on Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.
- b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.
- c) Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.
- d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

FOCUS EDUMATICS PVT. LTD.

1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) You would be required to work with our Company for a minimum period of 1 year. In the case of earlier separation, the Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum up to or equivalent to your notice-period gross salary.

You would also be required to submit your original marks card, which will be in our safe-custody during the agreed-upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgment to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

The “Rules of Employment” and “Code of Conduct” of the company will govern you, currently in force and as amended from time to time. You will sign a “Confidentiality Agreement” and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with/without assigning any reasons thereof.

Important Notes:

- The duration of the training may vary from 30-45 weekdays based on the trainee’s performance and there will be no change in the training salary.
- A trainee is eligible to attend certification only if he/she shows consistent performance improvements during the training.
- Failure in completing the assigned tasks before the deadline will result in termination.
- Absence in webinars & practice mock sessions will result in termination after a warning.
- The certification results will be declared based on the trainees’ performance during the certification process solely.
- Training salary will be paid only to the Trainees who clears the certification process.
- Training salary will be paid only after an employee completes 1 month of service in the production as a Tutor from the date of certification.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

Thanking you,
Yours sincerely,
For Focus Edumatics Pvt. Ltd,



Authorized Signatory

Kindly do read the terms and conditions as per the ‘Provisional Offer Letter’ issued to you and accept the same and the joining with effect from, 06 SEPT 2021..

With Regards,
Anitha
Human Resource
Focus Edumatics Pvt. Ltd.
Coimbatore.

FOCUS EDUMATICS PVT. LTD.

1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

Job Description

1. **Official name of the designation:** Online Tutor
2. **Educational qualifications required:** Bachelors' degree/ Masters (Except BE/ME)
3. **Prior experience/skillsets required:**
 - Should have Prior teaching experience in middle and high School students.
 - Preferably from a reputed English medium public school.
 - Compatibility with American Teaching.
 - Should be comfortable teaching US Students Excellent communication skills Good typing speed 60 WPM
4. **Roles and responsibilities:**
 - Hand scoring of constructed response items Review of elementary and high school essays, creative writing submissions, first-year Composition course essays, doctoral thesis, business publications and more.
 - Critiquing and Editing of Admissions Essays. Candidate should have completed Degree from a reputed institution. A minimum 70% in our subject test.
 - Excellent communication skills and sound subject knowledge in English.
 - Should be capable of handling Kindergarten to College grade US curriculum.
 - A minimum score of 90% in our subject test.
 - Should clear our technical interview through a topic presentation of his/her choice.
5. **Reporting hierarchy (reporting to):** Team Lead
6. **Compensation offered:** 2.0 – 2.5 LPA

NOTES: If you have any doubts, please write to careers@focusedumatics.com

Monday, 30 August 2021

F

Dear Candidate,
We congratulate you that you got selected as " Trainee tutor" Plz do fill your joining formalities thru the below link.

<https://rebrand.ly/Joiningformalities>

-FE

HR dept- **Focus** Edumatics
Coimbatore

7:16 pm

Hi

Send your Bank details to this whatsapp, along with your HR I'd.

With regards,
HR Team,
Focus Edumatics

8:1

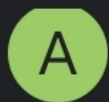
Thursday, 28 October 2021

Hi,

We have shared the mail regarding your appointment letter and offer letter, kindly do check and complete the digital signature process by tomorrow.

With regards,
HR Team,
Focus Edumatics

12:0



Anitha G 6 Sep

to ▾



Dear Candidates,

We congratulate you for having been successfully made it through the selection process and pleased to extend the offer of employment with **Focus** Edumatics Private Limited for the position of Online Tutor on agreed terms and conditions.

Induction date : 6th September 2021

Induction time : 9:30pm

Regards,

Anitha G - 9500354111

Human Resource,

***Focus** Edumatics.*



Provisional...(2) (1).pdf



Dear D Mirdula Raj,

Congratulations on completing the certification for the position of Online Tutor with **Focus Edumatics Pvt Ltd**. You have cleared the certification successfully, your salary will be paid from 25th Oct 2021 and you will be working as a full-time Online Tutor for **Focus Edumatics Pvt Ltd**. We are happy to let you know that you took a lot of effort and dedication on your part for your success.

We are sure it was worth it all, knowing that your achievement will make such a positive difference to your career path. Well done!

Best wishes for your continued success.

Kindly do login through the below Skype ID: [live:.cid.318b8c237fb6ae2e](https://www.skype.com/live/cid/318b8c237fb6ae2e)

HR ID : 48871

Employee Code : 25439

Your attendance will be maintained thru the COSEC App, I have share the cosec link below,

<https://attendance.focusedumatics.com>

User Name: 25439

Password: Set new Password → Log in

In Punch: Click Mark Punch In → Regular In

Out Punch: Click Mark Punch Out → Regular Out

To Check your Month Attendance: Click Time Attendance → Daily Attendance

To check your day attendance : Click Time Attendance → N- Punch View, every day N-Punch(Working Hrs) time has to be 8:00 hrs. Excluding 1 hr of break.

Note : Check your attendance every day, making sure it shows Present (PR).

Best Regards,

Focus -HR

Focus Edumatics Pvt Ltd,

Coimbatore - 641018

Government of India
Department of Posts, India

Office of the Inspector of Postoffices, Udumalpet Sub Division, Pollachi

OFFER OF ENGAGEMENT (PROVISIONAL)

IP/UDT/ABPMGNR/DLGS DATED AT UDUMALPET 642126 THE 21.01.21

In response to the notification No. **STC/12-GDSONLINE/2020 DATED 01.09.2020**

Shri/Smt./Ms **PRIYADHARSHINI P** Son / daughter of
Shri. **PERIYAMYSAMY G** Whose date of Birth is **10/17/1998** and belongs to
SC category /selected against **SC** Category is informed that, you have
been selected for provisional engagement as **GDS ABPM/ Dak Sevak, Gandhinagar S.O (Pollachi)**
account with/ under **Gandhinagar S.O (Pollachi)/Udamalpet H.O** with TRCA slab **10000**

2. Shri/Smt./Ms **PRIYADHARSHINI P** Son/daughter of Shri
PERIYAMYSAMY G should clearly understand that his/her selection for
provisional engagement as **GDS ABPM/ Dak Sevak, Gandhinagar S.O (Pollachi)**
with **Gandhinagar S.O (Pollachi)/Udamalpet H.O** shall be in the nature of a contract liable to
be terminated by him/her or by the undersigned by notifying the order in writing and that
his/her conduct and engagement shall be governed by the Department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

31st July 2021

Ms. Ridanya Selvarasu
Ellai Thottam, Boduvarpatti,
Oddanhatram,
Dindigul,
Tamil Nadu 624614

Subject: Appointment for the post of Associate Software Engineer - Trainee

Dear Ridanya,

We are pleased to offer you, the position of **Associate Software Engineer - Trainee** with Pro^odian Infotech Private limited (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of **2nd August 2021**

2. Job title

Your job title will be **Associate Software Engineer - Trainee** and you will report to Mr. Vijaynath Satluri

3. Salary

Your salary is decided based on a cost to the company:

1. **Training Period:** For the training period of 2 months, you would receive a stipend of **INR 10,000** per month.
2. **Post Training:** Post the training period of 2 months, you are expected to perform a set of tasks for a particular project which would be for a time period of 4 months. You would receive a stipend of **INR 15000** per month.
3. **Fixed Salary:** After 6 months, if you showcase the capabilities to complete the given projects, The hike would be doubled to a CTC of **INR 25,000** inclusive of all benefits.

4. Place of posting

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

Letter of Intent/Appointment Offer

Dear **SAVITHRI VENKADAJALAPATHI**,

Date: 14 Oct 2021

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **Relationship Executive** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **18 Oct 2021**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be INR **15132.00** and **181584.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Coimbatore**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio-data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the TeamLease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed).
- Copy of highest educational qualification certificate.
- Copy of PAN card.

Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421268?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

For **TEAMLEASE SERVICES LIMITED**



Rituparna Chakraborty
(Authorized Signatory)

Accepted and Agreed

Signature and date:

Name:



Letter of Intent/Appointment Offer

Dear **VIVETHA M.**

Date: 14 Oct 2021

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **Relationship Executive** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **18 Oct 2021**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be INR **15132.00** and **181584.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Coimbatore**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio-data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the TeamLease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed).
- Copy of highest educational qualification certificate.
- Copy of PAN card.

Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421266?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

For **TEAMLEASE SERVICES LIMITED**

Accepted and Agreed

Rituparna Chakraborty
(Authorized Signatory)

Signature and date:

Name:

TeamLease Services Limited., CIN No. U74140MH2000PTC124003
B/MTC Commercial Complex, 6th Floor, 80 Feet Road, Kozhikode, Bangalore - 560095.
Ph : (91-80) 33003345, Fax : (91-80) 33243001 www.teamlease.com



Rotate screen



Play



Thumbnail



Enter Browser



07/27/2022

Dear Kokila.S

We are pleased to offer you the full time position of Customer Relationship Executive at Acumen Capital Market India Ltd with a start date of 01.08.2022, contingent upon [*background check, I-9 form, etc.*]. You will be reporting directly to Mr.Balakrishnan at Palani. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs.1,00000 to be paid on a monthlybasis.

Your employment with Acumen Capital Market India Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,

A handwritten signature in black ink, appearing to be "V. R. S.", is written over a horizontal line.



07/27/2022

Dear Kousalya.A

We are pleased to offer you the full time position of Customer Relationship Executive at Acumen Capital Market India Ltd with a start date of 01.08.2022, contingent upon [*background check, I-9 form, etc.*]. You will be reporting directly to Mr.Balakrishnan at Palani. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs.1,00000 to be paid on a monthlybasis.

Your employment with Acumen Capital Market India Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,

A handwritten signature in black ink, appearing to be "V. R. S.", is written below the word "Sincerely,".



07/27/2022

Dear Meera.S

We are pleased to offer you the full time position of Customer Relationship Executive at Acumen Capital Market India Ltd with a start date of 01.08.2022, contingent upon [*background check, I-9 form, etc.*]. You will be reporting directly to Mr.Balakrishnan at Palani. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs.1,00000 to be paid on a monthlybasis.

Your employment with Acumen Capital Market India Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,

A handwritten signature in black ink, appearing to be "V. R. S.", is written over a horizontal line.



07/27/2022

Dear Swathi.R

We are pleased to offer you the full time position of Customer Relationship Executive at Acumen Capital Market India Ltd with a start date of 01.08.2022, contingent upon [backgroundcheck, I-9 form, etc.]. You will be reporting directly to Mr.Balakrishnan at Palani. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs.1,00000 to be paid on a monthlybasis.

Your employment with Acumen Capital Market India Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,

A handwritten signature in black ink, appearing to be "V. R. S.", is written over a horizontal line.



07/27/2022

Dear Bhuvaneshwari.S

We are pleased to offer you the full time position of Customer Relationship Executive at Acumen Capital Market India Ltd with a start date of 01.08.2022, contingent upon [*backgroundcheck, I-9 form, etc.*]. You will be reporting directly to Mr.Balakrishnan at Palani. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs.1,00000 to be paid on a monthlybasis.

Your employment with Acumen Capital Market India Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,

A handwritten signature in black ink, appearing to be "V. R. S.", is written over a horizontal line.



APPOINTMENT LETTER

HR_APPT_2021_08_3051

DATE: 10-09-21

To

ROOBA NAGARAJ

Emp ID : 23453

15, ANNA NAGAR, KANIYUR, TIRUPPUR-642203

Dear Mr/Ms. ROOBA NAGARAJ

With reference to your application and the interview you had with us, we hereby offer you an appointment **OPPO Experience Consultant** in our Company with effect from **19/8/2021** on the following terms and conditions.

1. REMUNERATION:

- a) Your Gross Salary during your probation period will be Rs. 10000 per Month.
- b) You will be entitled to leave and other fringe benefits as per the policies of our company.
- c) You will be required to join/continue be a member of the Employee Provident Fund and Employee State Insurance Fund (If applicable), be bound by its rules and entitled to its benefits.
- d) Income Tax will be applicable as per the Income Tax act 1961 and notifications thereon by the Government of India.

2. PROBATION

The initial period of probation will be for Three (3) months. On successful completion of your probation period, your appointment will be confirmed by us in writing based on your performance. During the probation period less than a month, your service will be liable to termination by either side without giving any notice period or pay in lieu of the notice period; During the probation period more than a month, your service will be liable to termination by either side giving 7 days of notice period or pay in lieu of the notice period based on the description to the clause 8.

3. WEEKLY OFF AND HOLIDAYS

You are entitled for one full day rest / off in a week. You are eligible for Other Holidays as per the company holidays list.

4. TRANSFER

You are also liable to be transferred from one branch/ Location/Department of the Company to another and on such transfer; you will be governed by the working hours and other service terms and conditions as applicable to that Branch/Location/Department

FRQ BRO Private Limited. CIN. No: U74999TZ2017PTC029582

Registered & Head Office: No:5-9 Head Post Office Road, Coimbatore-641001, Tamilnadu, India.



5. TRAINING

You will have an extensive induction program and have training programs at regular intervals to educate, equip and apprise you of all facets of the business, which inter alia is aimed at your development and growth along with that of the company. Since the training imparted are highly specialized and extremely critical to the business and as we would have invested our monetary and other resources in this effort to train you and as you will be commencing from the induction program on an ongoing basis will be privy to a lot of confidential, proprietary and commercially sensitive information, you will be strictly bound by the following on acceptance of the terms set out herein.

6. NOTICE PERIOD

You will be subjected to 15 days' notice period or either side in case of indiscipline or misconduct or unauthorized absence or non-performance or any other conduct described in clause 8, your service will be terminated in accordance with the provisions of Law. The notice period for Manager category and other important designations is 30 days. Waiver off/short fall in notice period or payment in lieu of notice period can be accepted subject to approval by competent authority in consultation with HR department.

7. OTHER GENERAL TERMS

a) In case of any change in your address during the course of employment, it will be your duty to intimate the management in writing immediately. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

b) You will be retired from service upon reaching superannuation age 58 or earlier in case you are found physically/mentally unfit to work any longer or for continued ill health as certified by a medical practitioner designated by the Company.

c) You will not undertake or carry on either alone or in partnership, not be directly or indirectly employed or concerned with as principal, agent or otherwise in any other business, trade or profession whatsoever, without the prior written approval of the management.

8. TERMINATION OF SERVICE

Your Services are liable to be terminated during or after the probationary period without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and corruption, any act of in-discipline or inefficiency. If an employee has been found to be violating any or all of the following clauses:

a) If the Management find any information/particulars furnished by you during the period of your service or at the time of Interview or applying the job, herein or elsewhere are incorrect and false either, you will be liable to removal from services without any notice or compensation whatsoever.

b) Continuous absence from the duty for more than three (3) consecutive days without prior approval/ proper intimation or over-stay the sanctioned leave without first getting it sanctioned, shall be deemed as you are not interested in continuing the employment with the company and you shall automatically lose lien on employment. In such case, your job will be automatically terminated and your name will be removed from the attendance and Company records without any further notice.



- c) If you are found to be habitual late-comer and despite frequent warnings if you fail to keep up your timings, then your services would be liable for termination. (Note: 3 late comings are allowed in month and if this crosses there will be salary deduction according to the company regulations. If the same continues may lead to termination)
- d) If at any time you shall, by your conduct, render yourself incompetent to perform your duties, or if you are found to be dishonest, disobedient, intemperate, irregular in attendance, breach of any of the terms of the appointment letter or of any of its stipulations herein, for any offence involving turpitude, imprisonment/jail without prejudice to any of its rights under the terms herein, the Company shall have the right to Terminate your employment forthwith without any notice and payment due if any will be deducted from your salary.
- e) You will not be permitted to hold any office of profit either directly or indirectly outside the company without the permission of the Management. This includes an agency/ agent to any Insurance Company.
- f) You should not involve yourselves in any business or do any trading on your own account. Breach of any of the condition above will rend you liable to termination of your employment without notice.
- g) During the probation period less than a month, your service will be liable to termination by either side without giving any notice period or pay in lieu of the notice period; During the probation period more than a month, your service will be liable to termination by either side giving 7 days of notice period or pay in lieu of the notice period with effect of this clause.
- h) In case of Sexual harassment, if the case is found to be true after due investigation, the liable employees will be immediately terminated form service.
- i) Three (3) warning letters will lead to termination and warning letter will send through E-mail /Letter

9. EFFECT OF TERMINATION

Upon the termination of your employment, you will return to the Company all papers & documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associated or branches or their clients and will not retain any copies or extracts there from.

10. CONFIDENTIALITY

All communications and documents (verbal, spoken, written, or visual information presented in any form, either physical or Digital on any storage media (magnetic or otherwise) relating to the past, present and proposed business of the company, its customers, suppliers or competitors; disclosing the company's product launch time, specification, price, KV design and other related content in advance; other proprietary information such as customer and prospect lists, trade secrets, trade names or proposed trade names, patents, know-how, ideas, concepts, copyrights, designs, drawings, flow charts, diagrams, business processes and practices and other intellectual property relating to the business, products or services of the company; business process, marketing activities, tests conducted and all the agreements entered into by the company shall be treated as Confidential Information and you shall protect and preserve as confidential during your employment with the company and thereafter forever. You shall hold all Confidential Information in strict confidence as any reasonable person shall hold his own confidential information and shall not otherwise use or disclose to third parties any Confidential Information, both during the term of this Agreement and till 3years of periods after the Termination of Employment or Resignation from service.



Employees are requested to have Salary, Incentive, KPI & other Benefits details confidential. Discussion of monetary benefits within co-workers is strictly prohibited.

You will sign and return a copy of the "Employment confidential & Non-Disclosure Agreement" , attached to this Appointment Letter (Annexure II), The Company reserves the right to alter, amend or modify any of the above conditions of service as & when required and the same will be duly conveyed to all through circular or display in notice board.

We welcome you and look forward to a long and mutually rewarding association with you. We wish you a happy & prosperous future with our Company.

For FRQ BRO Private Limited

Authorized Signatory

ACCEPTANCE

I have carefully read, understood and hereby accept the terms and conditions of my employment with company

(EMPLOYEE NAME)

(EMPLOYEE SIGNATURE)

Date:

Time:

Annexure II

EMPLOYMENT CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

Almost all businesses have confidential and private information; Confidentiality is paramount importance if the Company is to operate in a productive, efficient and professional manner. This section outlines the policy and procedure that must be adhered by all employees of FRQ BRO Pvt. Ltd to ensure confidentiality is maintained whenever required. FOR GOOD AND VALUABLE CONSIDERATION, hereby acknowledged by FRQ BRO Pvt. Ltd, the undersigned employee hereby agrees and acknowledges:

During the course of employment, employees are requested to

- Be fair and honest in all business dealings, including our professional relationships and properly maintain all information and records, recognizing errors and, when an error is confirmed, promptly correcting it;
- To protect the confidentiality and privacy of confidential employee, customer, proprietary and third-party information and records.
- Make business decisions in the best interests of FRQ BRO without regard to personal gain and not to get any additional income / commission or any kind of gifts from the Vendor or suppliers.
- There may be disclosed to you certain of Company's trade secrets consisting but not limited to: technical information including methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects, and business information including customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.

I agree that I shall not during, or at any time after the termination of my employment with the Company, disclose or divulge to others including future employers, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement. Upon the termination of my employment from the Company. 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. 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, and any other legal remedies available for any breach. 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.

Thanking You !

For FRQ BRO Private Limited



Authorized Signatory

I have read and accept this Agreement

(EMPLOYEE NAME)

(EMPLOYEE SIGNATURE)

Date:

Time:

FRQ BRO Private Limited. CIN. No: U74999TZ2017PTC029582

Registered & Head Office: No: 5-9 Head Post Office Road, Coimbatore-641001, Tamilnadu, India.

KG Information Systems Private Limited

KGISL

100% EDU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA.

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref No: HR/APP/4585/2021
10/12/2021

To

Ms. Nivetha Eswaran
68(2),
Nanthavanappatti,
Ayakudi,
Dindigul-624613

Dear Nivetha Eswaran,

We are impressed with your credentials, and take pleasure to offer you an appointment at KG Information Systems Private Limited as "**Junior Sales Associate**" on the following lines.

Place of Work: Your current place of work will be KGISL, Saravanampatti, Coimbatore - 35.

Pay and Benefits:

Your monthly Cost - to- Company (CTC) is **Rs. 12,950/-** (Rupees Twelve Thousand And Nine Hundred Fifty Only) and your Annual CTC will be **Rs. 1,61,400/-** (Rupees One Lakh Sixty One Thousand Four Hundred Only). Your CTC breakup is attached in Annexure B. Your compensation is based on your profile and the nature of the assignment and may have no relation to that of others. Hence you are required to keep it confidential.

You will be on training for 3 months from the date of Joining, on your successful completion of the training period, you will proceed with the probation period. Your probation period is 6 months, if required this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice or assigning any reason thereof. Your confirmation of services would be subject to your performance meeting the requisite standards, which will be in writing.

Your appointment will be governed by the terms and conditions of the employment which is attached as **Annexure A**. You will also be governed by the rules and regulations of the organization and those may change from time to time.

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At KGISL, we're changing the world every day and we will be delighted to have you as part of our team. Your appointment will be effective on your joining date. On acceptance, please sign a copy of this offer of appointment and return the same to the undersigned, indicating the date of your joining. This offer is valid for 15 days only. If you do not confirm your acceptance or we are unable to set an alternative date, this Offer will be withdrawn.

Yours sincerely,

For KG Information Systems Private Limited


Dhanuskodi Anugopal
General Manager - HR

I accept the offer on the terms and conditions and shall report to work on or before 10-12-2021

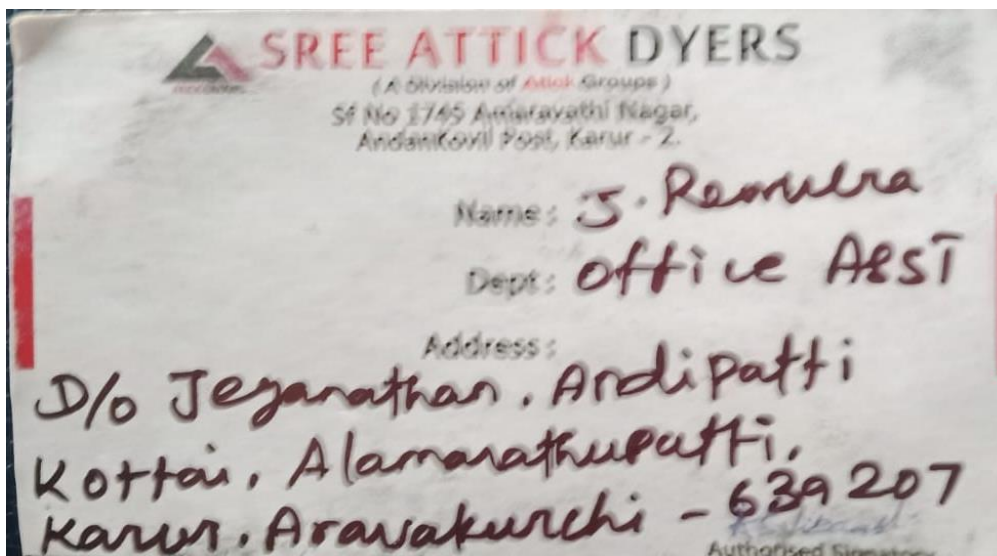
E. Nivetha

We make IT happen

SW SEI - CMM
Level 4
COMPANY

Department of Economics with Logistics and Freight Management

Students Placed – 2020-2021



SRI GVG VISALASKHI COLLEGE FOR WOMEN (Autonomous)



Affiliated to Bharathiar University
Accredited at A+ Grade by NAAC (4th Cycle)
An ISO 9001:2015 Certified Institution
Udumalpet - 642 128



Placement Cell Academic Year 2020 – 2021 Focus Edumatics Recruitment Details

K.Kalaiselvi

----- Forwarded message -----
From: Kalaiselvi Kathirvel <kalai.kathirvel2812@gmail.com>
Date: Fri, 23 Jul 2021, 12:54 pm
Subject: Re: Reg: Focus Edumatics Pvt Ltd, Coimbatore - Offer letter
To: Delsy Easuraj <delsy.easuraj@focusedumatics.com>

I accept the offer.

On Fri, 23 Jul 2021, 12:53 pm Delsy Easuraj, <delsy.easuraj@focusedumatics.com> wrote:
Dear Candidate,

It is with great pleasure that we wish to inform you that you have been selected for "Trainee tutor position" in our company " Focus Edumatics Pvt Ltd., Coimbatore", Your date of joining has been confirmed on **27th July 2021(07:30PM to 04:30 AM)**.

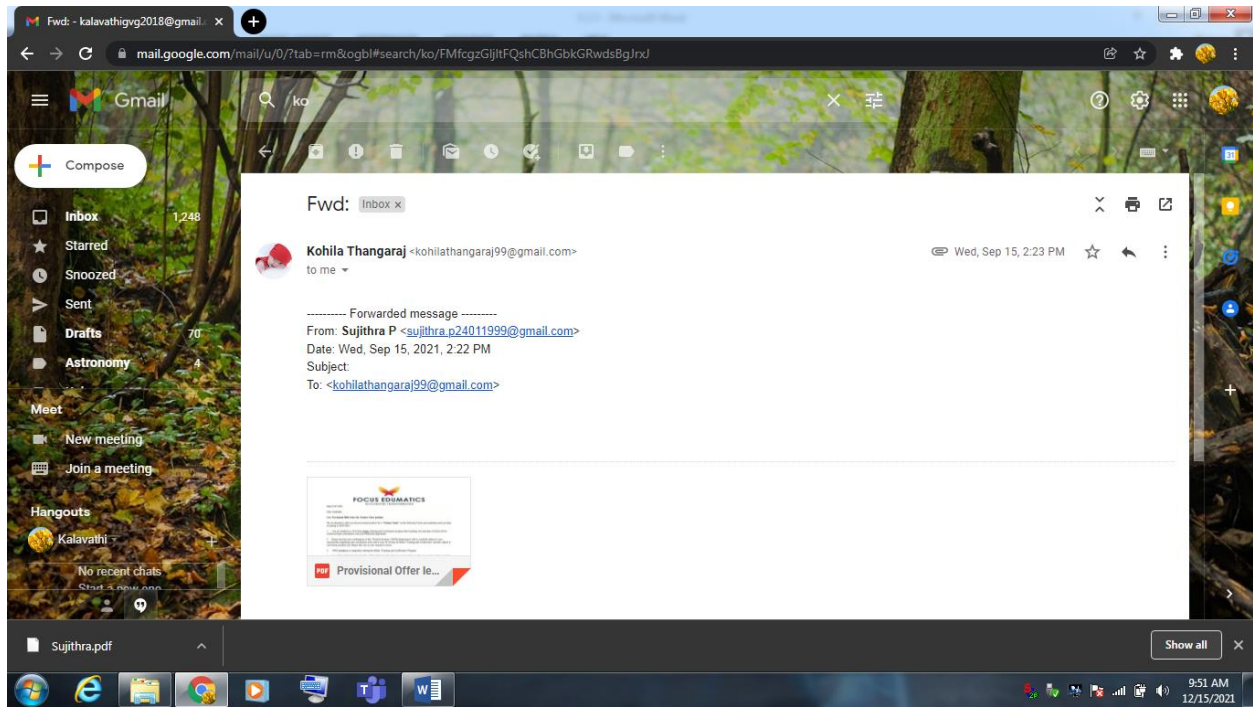
Here I have attached your provisional offer letter along with this mail.

HR ID: 45628

Note: Kindly acknowledge this mail.

Thanks & Regards,
Delsy E- 9500685111
HR Assistant

P. Sujithra



SREE KRISHNA SCANS,

45-46/1, Dr. Radhakrishna Road,
Gandhipuram Ext. 9
Coimbatore – 641 012

Date:- 15-02-2021

Dear , A.Nivedha

Appointed as Receptionist

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our company effective from 21-02-2021 under the following terms and condition

SALARY :- Rs. 15,000 (Fifteen thousand only)

Probationary Period :- 3 Months

Working Hours :- Morning 10 A.M to Evening 6 P.M Lunch break 1.Pm to 2 P.M

Holiday :- Sunday

Sincerely,

For Sri Krishna Scans



(G.Sathees kumar)

Managing Director

SREE KRISHNA SCANS,

45-46/1, Dr. Radhakrishna Road,
Gandhipuram Ext. 9
Coimbatore – 641 012

Date:- 15-02-2021

Dear , A. Pavitra

Appointed as Accountant,

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our company effective from 21-02-2021 under the following terms and condition

SALARY :- Rs. 15,000 (Fifteen thousand only)

Probationary Period :- 3 Months

Working Hours :- Morning 10 A.M to Evening 6 P.M Lunch break 1. pm to 2 P.M

Holiday :- Sunday

Sincerely,

For Sri Krishna Scans


(G.Sathes kumar)

Managing Director

SREE KRISHNA SCANS,

45-46/1, Dr. Radhakrishna Road,

Gandhipuram Ext. 9

Coimbatore – 641 012

Date:- 15-02-2021

Dear, C.S.Sasikeerthana

Appointed as Marketing Executive

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our company effective from 21-02-2021 under the following terms and condition

SALARY :- Rs. 15,000 (Fifteen thousand only)

Probationary Period :- 3 Months

Working Hours :- Morning 10 A.M to Evening 6 P.M Lunch break 1.Pm to 2 P.M

Holiday :- Sunday

Sincerely,

For Sri Krishna Scans


(G.Sathes Kumar)

Managing Director



C SCANS

2D & 3D Digital Imaging
State of the art CBCT scan centre



Date: 15-02-2021

Dear S.Jeevitha,

We are pleased to offer you the *full-time* position of System Supervisor at our company with a start date of 21-02-2021, You will be reporting directly to Manager Mrs. Banumathi at Ramnagar Branch. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs 15,000 Fifteen Thousand to be paid on a monthly basis.

Your employment with C SCANS will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,
For C SCANS

S. Jeevitha
Partner



C SCANS

2D & 3D Digital Imaging
state of the art CBCT scan centre



Date: 15-02-2021

Dear K.Priyadharshini

We are pleased to offer you the *full-time* position of Marketing Executive at our company with a start date of 21-02-2021 , You will be reporting directly to supervisor Mrs. Banumathi at Ramnagar Branch . We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs 15,000 Fifteen Thousand to be paid on a monthly basis.

Your employment with C SCANS will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,
For C SCANS

Partner



C SCANS

2D & 3D Digital Imaging
state of the art CBCT scan centre



Date: 15-02-2021

Dear P Jayasri,

We are pleased to offer you the *full-time* position of Receptionist at our *company* with a start date of 21-02-2021, You will be reporting directly to *supervisor Mrs. Banumathi* at Rammagar Branch. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs 15,000 Fifteen Thousand to be paid on a monthly basis.

Your employment with C SCANS will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,
For C SCANS


Partner.



NISA INDANE GRAMIN VITRAK

S.F.No. 506/B, Poolavadi Pudur, Kallapuram, Amaravathi Nagar Po.,
Udumalpet Tk., Tiruppur Dist - 642 102. GSTIN : 33AJTPG1028Q1ZV
Mob : 94988 27193, 63790 11193 Mail : nisaindanegvk@gmail.com

Date :

21/07/2021

Kallapuram

Dear Geetha C.,

We are pleased to offer you the full time position of Office Assistant at NISA Indane Gramin Vitrak with a start date of 05.08.2021. You will be reporting directly to Manager at the office. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs 15,000 to be paid on a monthly basis.

Your employment with NISA Indane Gramin Vitrak will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,

R.GURUSAMY
Managing Director



NISA INDANE GRAMIN VITRAK

S.F.No. 506/B, Poolavadi Pudur, Kallapuram, Amaravathi Nagar Po.,
Udumalpet Tk., Tiruppur Dist - 642 102. GSTIN : 33AJTPG1028Q1ZV
Mob : 94988 27193, 63790 11193 Mail : nisaindanegvk@gmail.com

Date :

21/07/2021

Kallapuram

Dear Geetha C.,

We are pleased to offer you the full time position of Office Assistant at NISA Indane Gramin Vitrak with a start date of 05.08.2021. You will be reporting directly to Manager at the office. We believe your skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs 15,000 to be paid on a monthly basis.

Your employment with NISA Indane Gramin Vitrak will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

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

Sincerely,

R.GURUSAMY
Managing Director



Onboarding Letter

Visotha

Process Associate Trainee - PSO - IDS

Coimbatore

Date of Joining: September 27, 2021



Welcome

Hello Visotha,

I'm excited about the prospect of you joining MaxVal.

In the following pages, you will find details regarding your onboarding plan, as well as some additional things to know before starting. If you have any questions, please email our HR team at hr@maxval.com.

We look forward to working together.

Binoy Krishnan
Senior Manager - Human Resources

Role

POSITION

Process Associate Trainee – PSO - IDS

LOCATION

Coimbatore, India

New Hire Orientation

Your first day at MaxVal will begin with a 4-day new-hire orientation (NHO) program which ensures that all our new joiners get a perfect launch pad to start at MaxVal.

During NHO program, you'll learn about MaxVal's business model, the domain and the culture, and get your essentials set up (laptop, email, a workspace etc.). However, owing to the current situation, your work tools will be allocated once we are back to office, up and running! Till such time, our IT team will help setup your personal laptop to enable connect to our network.

After NHO, you'll be introduced to the team you will work with and will also buddy you up with one of your team members who will help you settle down. We shall share the details of POCs who can help you with anything that you may need to get started.

NHO Agenda

Day 1	Hello to MaxVal! HR Induction Basics of Intellectual Property domain
Day 2	Introduction to Patents MaxVal's Intellectual Property Management Solutions
Day 3	Time Management Communication Skills
Day 4	Email Etiquette Google Workspace

NHO Agenda

Meeting ID

meet.google.com/usi-hdbu-arr

Date of Joining:

September 27, 2021

Time of Meeting:

10:30 AM IST

Joining formalities – Employee Information

You are requested to fill the attached forms and the joining formalities (documents) latest by September 26, 2021 by 9 p.m. to elizabeth.v@maxval.com and anupama.pk@maxval.com

1. Employee Personal Details
2. Form 11 revised
3. PF Nomination Form
4. Scanned copy of your passport size photo

Joining formalities – Documentation

1. 3 latest passport size photos
2. PAN card proof (2 copies) & original for verification
3. Aadhaar card proof (2 copies) & original for verification
4. Passport (1 copy) & original for verification
5. Copy of experience letter / relieving letter from all the previous companies and original for verification
6. Salary will be credited to SBI bank account. Please submit your SBI bank statement / passbook. If an SBI account is not available, it is recommended that a savings account is opened with SBI and it may be converted to a salary account later.
7. Medical fitness certificate from a registered doctor (no specific format)
8. 1 copy of all educational certificates (10th, 12th, UG, PG – as applicable) and originals for verification

(Documents readily available may be sent by email to Elizabeth and the rest of the documents may be submitted after joining office)

For any assistance please contact Elizabeth @ +91 979 001 2280

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ROYAL CLASS MILLS (P) LTD UNIT VI

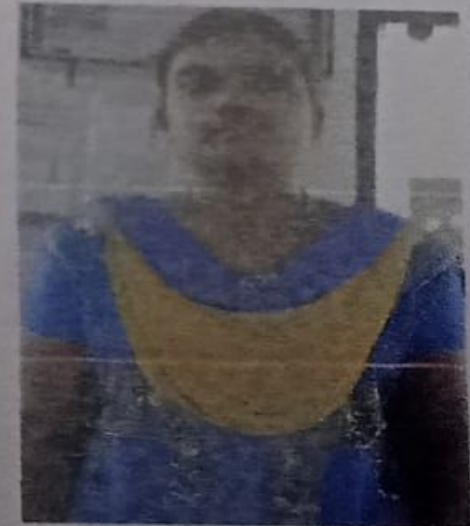
SF NO.200/1D, SENJERIPUTHUR,

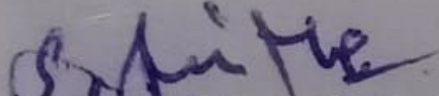
PALLADAM-UDUMA


1 DET ROAD
COIMBATOR 641671

PH: 04255 288666

EMPLOYEE : ANITHA.S
EMPLOYEE ID : RCM6/ESP01759
DIVISION : QAD
DESIGNATION : QUALITY CONTROLLER




EMPLOYEE SIGN


AUTHORISED SIGN