## ETHIRAJ COLLEGE FOR WOMEN (Autonomous) Chennai – 600 008

Affiliated to the University of Madras College with Potential for Excellence Re-accredited with A+ Grade by NAAC



## **5.2.1** Placement of Outgoing Students

2021-2022

PART 1



# MAHARISHI VIDYA MANDIR SENIOR SECONDARY SCHOOL

Affiliated to CBSE (New Delhi) Code No. 1930111 (An ISO 9001 : 2015 Certified Institution)



15.06.2022.

To Ms. P. Gayathri, No. 1/364, Valaiyapathi Salai, 17<sup>th</sup> Street, Mugappair East, Chennai-600 037.

Dear Madam,

"JAI GURU DEV"

We are happy to inform you that on the basis of the personal interview you have been provisionally selected for the post of PRIMARY TEACHER (TAMIL) in Maharishi Vidya Mandir Senior Secondary School, Chetpet, Chennai-600 031, on a monthly salary of Rs. 19,000/- (Basic Rs. 13,900/- + D.A. Rs. 2,560/- + HRA Rs. 1,540/- + TA Rs. 1,000) = Gross Salary Rs. 19,000/- Net Salary Rs. 17,200/- (Rupees seventeen thousand and two hundred only).

PF and Professional tax will be deducted as per the norms. Teacher service agreement with the management is as prescribed by CBSE. The teacher employee can be relieved or get relieved with one month's notice without assigning any reason during probation or extension period.

It is further informed that you will be placed under probation for a period of one year which may be extended to one more year.

You will be governed by the rules and regulations of the school as framed by the Managing Committee from time to time. You would also be required to learn and practise Transcendental Meditation and undergo other courses as required from time to time.

Kindly note that when you are confirmed after your probationary period, you may be transferred to any one of our sister concerns if required

You are requested to join duty on 01.07.2022.

Dr. T.C. Perumal

SECRETARY.

S. Musyouria

(AUTONOMOUS)

'Maharishi Gardens' # 28, Dr. Guruswamy Road, Chernet, CHENNAI - 600 031.

©: 044-2642 7088, 044-2643 1047

F-mail: mymchen@gmail.com Website: www.maharishividyamandirch.com

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C-5 5.2.)

PEPARTMENT: MATHEMATICS WITH COMPUTER APPLICATIONS

NAME! - CHARUMITHRA. A

Rog. No:- 1913321076002.



Le Prasana Lame. Muggowie

Head of the Department

Department of Mathematics THIRAJ COLLEGE FOR WOMEN
with Computer Applications

(AUTONOMOUS)

CHENNAL-600 008

Ethiraj College for Women Chennai - 8

Mathematics 19133/1075013 K. Joyaphya

5.2.1

Covernment of India

Office of the Superintendent of Postoffices, Arakkonam Division, Arakkonam

## OFFER OF ENGAGEMENT (PROVISIONAL)

Department of Posts, India

B3/Chennasamudram/IV/dlgs dated 22.10.2022

in response to the notification No
Shri/Smt./MsJAYAPRIYA K Son / daughter of .
Shri. KARUNAMOORTHY B Whose date of Birth is 29/12/2000and belongs to
OBCcategory /selected against UR Category is informed that, you have
been selected for provisional engagement as GDS BPM,Chennasamudram B.O in
account with/ under Kalavai S.O/Ranipet H.O with TRCA slab 12000
2. Shri/Smt./Ms JAYAPRIYA K Son/daughter of Shri
KARUNAMOORTHY B should clearly understand that his/her selection for
provisional engagement as GDS BPM,Chennasamudram B.O in account
with Kalavai S.O/Ranipet H.O shall be in the nature of a contract hable 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.
3. Shri/Smt./MsJAYAPRIYA.K is hereby informed that, you have to
produce all the documents in originals i.e. educational certificates and other documents such
as caste certificate, ex-Engagement certificate, persons with disability certificate, certificate of
date of birth etc. on the day of attending the office of undersigned for verification
through competent authority within 10 days of receipt of this letter failing which it is
presumed that, you are not interested to join the post ofGDS_BPM,Chennasamudram B.O
and your name will be deleted from the selection list. Further, you will have no claim for
engagement as GDS BPM, Chennasamudram B.O
4. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you
have adequate independent means of livelihood for yourself and your family and other than the
TRCA(allowances) being paid to you by Govt
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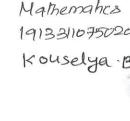
PRINCIPAL ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAL 600 008 Etniraj College for Woman (Autonomous)

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Shipping | Logistics | Mobility

### OFFER LETTER

14th October 2022

Ms. Kouselya B G No. 12/5, Nataraja Garden, 2<sup>nd</sup> street, Thiruvottiyur, Chennai – 600 019.

Dear Ms. Kouselya,

Further to your application for employment with us, and subsequent selection process, we are pleased to offer you a position as "Management Trainee" in our Chennai Office.

Your monthly Net Salary will be Rs.13,731 /- (Rupees Thirteen Thousand Seven Hundred and Thirty-one Only) (Salary break up will provided at the time of Issuing Appointment Order).

Your employment will be governed by the rules, regulations and policies of the Company. If you are in agreement, please signify your acceptance on the copy of this letter and return it to us for our records.

Your Joining date will commence from 1<sup>st</sup> November 2022. This offer is valid for 30 days from the date receipt of this letter. Offer stands cancelled, in case if there is no acknowledgement from you within the said period. On acceptance of our offer by you, you may kindly collect your appointment order at the time of joining.

Further, if we find any declaration given or furnished by you to the company in any document submitted for employment proves to be false or if you have willfully suppressed any material information, your offer / appointment will be treated as cancelled. On behalf of ICSA Group, we wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours Truly,

For International Clearing & Shipping Agency (India) Pvt Ltd,

Guru Prasad N

Senior Manager - HR & Admin

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Signature & Date:

International Clearing & Shipping Agency (India) Pvt. Ltd.

An ISO 9001: 2015 Certified Company | CIN: U63090TN2003PTC050209

🐶 No.325, Linghi Chetty Street, Chennai - 600001. Tamilnadu, India.

📞 +01 44 2534 2351 / 52 📓 icsa@icsagroup.com 🜐 www.icsagroup.com

ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAL 602 202

Head Department of Walhemans Einira) Code se for Manage (Autonomous)



29 July, 2022

Ms. Saranya R

No: 26, Vasuki Ammai Street, Oragadam, Ambathur, Chennai, Tamil Nadu - 600053. Mathematics 1913311075048 SPS/OL/BKS/2022/482 Savanya, R.

Dear Saranya,

#### Offer Letter

This has reference to your application and subsequent interview you had with us. Further, we are pleased to offer you the post of **Trainee**.

Kindly make a note that your tentative date of joining would be **01 August**, **2022** and the Company may be constrained to change your joining date due to the prevailing unprecedented situation. In that event, the Company shall duly inform you of the revised Date of Joining".

In case of any changes to the date of joining please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and, if found satisfactory, you will be confirmed in services. However, in the event of your performance found not to be satisfactory, your probation period could be further extended.

On Joining, your all-inclusive Cost to the Company (CTC) will be **INR 20,500** per month (subject to deduction of tax and other statutory payments, as may be applicable) as per CTC Annexure. You will also be eligible for all the benefits introduced in the Company policies.

During the probationary period, either party will be entitled to terminate this contract of employment by issuing 15 Days prior notice in writing to the other. After confirmation the termination of employment by either party shall be by issuing 60 Days notice in writing to the other or salary in lieu thereof. In the event of you issuing a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or recover from you such amount from your dues towards the shortfall in notice period. However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.

If in case, you resign within a year from the date of your joining, you will be liable to refund the reimbursements such as relocation expenses, joining bonus, travel expenses [including air & road], accommodation expenses and any other special benefits as per your eligibility, whichever was provided by the Company.

Please note that this employment is subject to professional reference checks and documentary evidence of your previous employment.

We look forward to having you onboard. for Scientific Publishing Services Private Limited

Manoi P

**Authorised Signatory** 

Received the offer of employment and shall report for duty on the expected Date of Joining, as mentioned above.

(Signature with date)

PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)

CHENNAI-600 008

Head Dean

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## Cost to the Company (CTC) Structure

Name

Ms. Saranya R

Designation

Trainee

Department

**JEO** 

Mathematics 1913311675048 Saranya. R.

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	8240	98880
House Rent Allowance	4120	49440
Special Allowance	4105	49260
Gross Salary	16465	197580
Employer PF	1481	17772
Employer ESIC	535	6420
Statutory Bonus*	2019	24228
Total CTC	20500	246000
Employee PF	1481	17772
Employee ESIC	123	1476
Pre Tax Take Home	14861	178332

<sup>\*</sup> Statutory Bonus will be paid annually.

You will also be eligible to the following on top of the above CTC:

- Mediclaim Insurance Coverage of up to INR 100,000.
- Accident Policy Coverage of up to INR 300,000 only subject to Company guidelines and policy.
- You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.
- · You shall be covered under Group Term Life Insurance (GTLI) policy for a Sum Insured of 1X of your Annual CTC.

## For Scientific Publishing Services Private Limited

## Manoj P

## **Authorised Signatory**

I accept the above CTC structure breakup and I am aware that this is confidential andshall not disclose this information to others.

Signature of Acceptance with date

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAL-600 COS

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# Ethiraj College for Women (Autonomous) Department of Mathematics (SS) B.Sc Mathematics 2019 - 22 Batch - Employment Details

S. No	Reg No.	Name of the student	Employment position	Name of the Organisation
1	1913321075017	Mohana Priya J	Software developer	Sciera
2	1913321075025	Shyamala M	Software Engineer	Natwest

15/9/23

De K. Ezhilarasi Hilda, M.Sc., M.Phil., B.Bd., Ph.D.
Associate Professor & Head
Department of Mathematics (SS)
L. iraj College for Women (Autonomous)
Chennai - 600 008

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PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 008.

## **Department of Mathematics**

B.Sc Mathematics 2019 - 22 Batch

Name: MOHANA PRIYA J

Reg No: 193321075017





EMPLOYEE CODE: SC1549 CONTACT: +91 7299112197 BLOOD GROUP: O +ve

www.sciera.com = info@sciera.com

- 27TH MARCH 2002
- DAYASURIYAN D
  NO.106/54, MADHAVARAM HIGH ROAD,
  PERAMBUR, CHENNAI 600011.

MSc., M.Phil., B.Rd., Ph.D.,
MSc., M.Phil., B.Rd., Ph.D.,
MSc., M. Head
(SS)

MSc., M. Head
(SS)

MSc., M. Head
(SS)

MSc., M. Phil., B.Rd., Ph.D.,
MSc., W. Phil., B.Rd., Ph.D.,
MSc., W.

Dr. K. Fizhilara

S. Musyourie

600 008

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAL-600 008

## **Department of Mathematics**

## B.Sc Mathematics 2019 - 22 Batch

Name: SHYAMALA M

Reg No: 193321075025

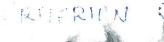


Alanda Maria Red Pro Professor Red Head (SS) ones) Hilder Maria Maria Maria (Autonomous) Andrew (Autonomous) (Autonomous)

S. Musipuna

ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)

CHENNAI-600 008.



B. COM BANK MANAGEMENT 1913321035018



Heena Mujeeb M

Emp #:10426078

HEAD OF THE DEPARTMENT **DEPARTMENT OF BANK MANAGEMENT (SS)** 



# B. COM BANK MANAGEMENT 1913321035036

#### Trigent Software Private Limited. CIN U72200KA1995PTC065161 Professional Services Division Khanija Bhavan, East Entrance 2nd Floor, 49, Race Course Road, Bangalore - 560 001, India P: +91 (80) 2215 7000

August 26, 2022

Sangeetha Chellamuthu No: 6/28, Gangai Amman Koil, 2nd Street, Vadapalani Chennai 600026

#### APPOINTMENT LETTER

## Dear Sangeetha Chellamuthu,

We are pleased to welcome you to Trigent Software Private Limited and offer you an engagement as **Transaction Processing Representative** and you will be deployed at our client. Your engagement will be effective from **August 29, 2022** and shall continue as per the client business requirements. Failure to report to work as per the date mentioned will render this offer null and void, unless permitted in writing by the company. Your engagement is transferable across our clients and across different locations in India. As discussed and agreed, you will be paid a Gross Cost to Company of **Rs.180,000/- (Rupees One lakh eighty thousand only)** per annum. The detailed breakup of the compensation is attached as Annexure A.

This engagement will be governed by the terms and conditions as indicated in **Annexure-B**. You will also be governed by all the rules and regulations of the company and client applicable from time to time.

On the day of joining the client Company, we request you to carry the following original documents with photocopies.

- a. Certificates / testimonials of your qualification & professional trainings.
- b. Relieving and Experience certificates of last employer.
- c. Last 2 months pay slip of your last employer.
- d. Passport size colour photographs.
- e. PAN Card.
- f. e-Adhaar.

We look forward to working with you, and hope you will find your engagement at Trigent a rewarding experience.

Yours truly,

For Trigent Software Private Limited,

Srinivasan TPR

Associate Director - Human Resources

**Declaration by the Employee:** 

I have read and understood the contents of this engagement letter along with the description provided in Annexure A & B and accept the terms and conditions of engagement by sending the acceptance mail.

HEAD OF THE DEPARTMENT

DEPARTMENT OF BANK MANAGEMENT (SS)

ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

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(AUTONOMOUS)

CHENNAI-600 008

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## **ANNEXURE - A**

Given below is the breakup of the Compensation and benefits package:

Components	Amount in INR		
	Month	Annual	
Basic	13,015	156,180	
Total	13,015	156,180	
Company's PF Contribution	1,562	18,744	
Company's Insurance Contribution	423	5,076	
Total	1,985	23,820	
Gross Cost to Company	15,000	180,000	

Take Home Calculation (before Income Tax/Professional Tax):

Monthly Salary	13,015
Less ESI	98
Less PF	1,562
Take Home before IT/PT	11,355

(Take Home Calculation (before IT/PT) = Monthly Total - Deductions [Employee State Insurance +Provident Fund])

### **Annual Benefits**

- A Provident Fund: If opted/covered under the Provident Fund Scheme. You will be contributing 12% of your Basic+DA every month and the Co. will make an equal contribution to the fund (restricted to a maximum of Rs. 15000 only).
- B Gratuity: You will be entitled to Gratuity as per the rules of the scheme.
- C Medical Insurance: Employees drawing a monthly salary of Rs. 21000 or less will be covered under ESI. Employees drawing monthly salary above Rs. 21000 will be covered under the Company Medical Insurance for Hospitalization to the tune of INR. 1,00,000 per annum for self, spouse and two children.

## Disclaimer:

Any commitments with respect to Compensation and Benefits which are not included in the "Cost to Company Components" table or explicitly mentioned in the offer letter stands null and void.

> HEAD OF THE DEPARTMENT **DEPARTMENT** OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

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#### **ANNEXURE - B**

## 1.Job Roles and Responsibilities:

- 1.1 You shall be responsible for the performance of the functions expected of your position and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company/Client.
- 1.2 You shall use the best of your efforts to promote, develop and extend the business of the Company/Client and comply with the directions and regulations of the Company/Client at all times and in all respects.

## 2. Working hours, Salary payments & Leave eligibility:

- 2.1 The working hours will be as per the client's office timings. However, due to business exigencies employees may be required to work at different timings, which may be communicated by the immediate reporting Manager at the client site from time to time. This is a position of continuous responsibility and does not entail payment of extra time or overtime.
- 2.2 Salary payments will be made directly to your IDFC/HDFC bank salary account pursuant to our direct payroll deposit plan on or before the seventh working day of every month. All the payments made, are subject to the Income-tax Act, 1961 and the Income-tax Rules, 1962 and any amendments thereto. Payments are also subject to other statutory and agreed to deductions.
- 2.3 You will be entitled for leave as per the leave rules of the company.
- 2.4 Annual Furlough i.e. when a client places an employee into temporary non-duty, non-pay status because of business reasons. In this scenario, Trigent will pay the salaries by adjusting against the accumulated leave of the deployed employee. If the employee has no leave credit, the same will be treated as leave without pay.

### 3. Code of Ethics and Business Conduct:

You are required to adhere to the Trigent Code of Ethics and Business Conduct. By accepting this engagement, you are agreeing to thoroughly familiarize yourself with Trigent Code of Ethics and Business conduct and you are also agreeing to abide by it.

- 3.1 Employee should conduct himself / herself courteously and in the best interest of Trigent without favor or preference whenever one is dealing with Visitors, Clients, Contractors and co employees etc.
- 3.2 If any employee is unable to report for duty on time, he should inform his/her project manager in advance.
- 3.3 Employees are expected to dress appropriate to our business environment.
- 3.4 Employee needs to wear the identity cards provided by the company at all times during the office hours.
- 3.5 Employees are strictly expected to adhere to No Smoking policy inside the office premises.
- 3.6 Employees are expected to maintain decorum inside the office and Office etiquette.
- 3.7 All employees are required to make judicious use of the facilities, which include telephone, fax, email, Internet, and/or any other resources provided to them.
- 3.8 No employee shall use any of the company resources for soliciting any kind of employment elsewhere or for personal gain.

Trigent will communicate important information about its policies by way of electronic updation on the HRMS portal. By accepting this engagement you agree to thoroughly review these poting communications and (Solide by them without any deviations.

ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
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### 4. Deployed Engagement:

The employees joining our professional services division are recruited by us to work at our client location and the engagement will continue depending on the client's business needs. The deputed employees work at the client site and generate a timesheet which is approved by the client manager based on which Trigent disburse salaries. The deployed engagement is purely contingent on the business needs of the client. Trigent will make efforts to place the deployed employees at other client sites when they are rolled off from a client. However, for all practical purposes the last working day at a client will also be the last working day at Trigent.

Timesheet is the essence of this engagement. It is on the basis of the client approved time sheet that Trigent can substantiate its services to the client. Absence of client-approved timesheet means that services have not been delivered by the employee.

#### 5. Attendance & Performance:

Attendance & Performance will be monitored by the client and the process will vary from client to client. The deputed employees may check for performance feedback from their client supervisors from time to time.

Performance based salary revision are the prerogative of the client.

## 6. Non Solicitation of Employment & Business

During your tenure with the company and for a period of one (1) year after separation, for any reason, whether with or without cause, you will not render professional services of the type provided by you during the term of engagement with the company, directly or indirectly, as an employee, employee of a third party, consultant, or otherwise, to any person, firm or organization which is a past, current client/competitors of the company.

During the term with the company and for a period of one (1) year after separation for any reason, whether with or without cause, you will not, on behalf of yourself or any other person, corporation or entity: (a) directly or indirectly solicit business from or call upon entities or individuals that are current clients or active prospects of the company for the purpose of soliciting, serving or selling services or products similar to those being developed, licensed, or marketed by the company or (b) recruit Trigent employees, or otherwise seek to induce such employees to terminate employment with the company or violate any agreement with the company.

## 7. Confidentiality of Information:

As part of your engagement with the company, you will be exposed to substantial amounts of technical, secret, critical and other information of the company as well as its clients and/or third parties. This information will be obtained by you or will be available to you; you will appreciate that any information so obtained must not be communicated directly or indirectly to any person, firm or company, or made public in any manner, except with the written permission of the company. You will therefore sign an Agreement of Confidentiality with Trigent. This clause is perpetual in nature and will be applicable during and after your employment by the company.

You are also required to strictly maintain the secrecy of and not to divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the company.

### 8. Proprietary Information:

All the work carried out by you during your engagement with the company shall, at all points of time, belong to the company and shall be considered to be the Proprietary Information of the company (whether or not learned, obtained or developed solely by you or jointly with others). Where such work is carried out for a client of the company, the work shall belong to the company's client. Such Proprietary Information and all intellectual property rights therein shall remain the property of the company or its clients, and upon termination of employment or at any earlier time as requested by the company, you will immediately deliver all Proprietary Information in your possession or control to the company.

You also agree to hereby rrevocably and unconditionally assign to the company of the clients, all rights title, and interest worldwide in and to any work developed by you and all Intellectual Property Bigitts the request of the company.

ETHIRAJ COLLEGE FOR WOMEN, CHENNAL

ETHIRAJ COLLEGE FOR WOMEN Page 4/6
(AUTONOMOUS)
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You shall execute such documents in this regard as may be required for the purpose. In view of the above, you shall be called upon during your tenure with the company to execute one or more "Non Disclosure Agreements" to this effect, based on business requirements.

#### 9. Dual employment:

You are expected to remain in duty throughout the business / working hours of the organization and be present in time for any meeting or get together scheduled by the company. This is a full time engagement and you shall not engage yourself, directly or indirectly without prior consent in writing of the company with or without remuneration, in any trade, business, occupation, employment, service or calling which is similar to

or the same as that carried out by the company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this engagement or with the company's interests.

#### 10. Training:

You may be selected and sponsored by the company for training assignments with company's associates or other institutions in India or abroad. You will diligently and beneficially, take part in such training and assignment. In such event, you will continue to serve the company after such training, for a minimum period of 6 months or such period as may be stipulated by Trigent.

#### 11. Travel and overseas assignments:

You may be required to undertake travel on company work during the course of this engagement. Further, in the event of the company deputing you to a foreign country, either for business, training, higher education or on any assignments, you shall furnish a bond backed by a surety, undertaking inter alia the following:

- 11.1 That you will not resign, abandon, desert or unauthorizedly absent yourself during the period of your deputation abroad;
- 11.2 That you will neither seek nor accept appointment, consultancy or business for anybody or any third party except for the company, during the period of your deputation abroad.

### 12. Transfer:

You are liable to be transferred from one client to another or from one department to another department or from one establishment to another establishment or one location to another location (our client site both in India and abroad) without assigning any details/reasons or explanation. You shall do such other work, which will be assigned to you by the Management from time to time. Any such changes in assignment or transfer will not automatically entitle you to any additional remuneration, allowance, compensation, or other sum in respect thereof.

It is also expressly agreed to by and between us that the company shall be entitled to loan or transfer your services, provisionally for any duration or permanently, wholly or partly to any company which is an associate, client, affiliate, successor, assign or subsidiary or principal contractor to, or the latter having a controlling interest in the said company

## 13. Medical Check:

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

## 14. Documentation:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents and declarations as may be deemed necessary by the company and / or its clients (including Privacy and Confidentiality agreements).

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ETHIRAJ COLLEGE FOR WOMEN Page 5/6

(AUTONOMOUS) CHENNAL-600 008

HEAD OF THE DEPARTMENT



#### 16. Jurisdiction:

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

## 17. Separation:

In the event of separation/resignation/abandonment of your services with the company, a mandatory notice period of 30 days would have to be given by you, unless the company/client agrees to a shorter notice period depending on the client requirements. You cannot avail leave of absence during this period and you need to serve full term of notice period of 30 days. If you are availing leave during the notice period, the said notice period gets extended by the number of days of such leave.

- 17.1 In the event of the company/client wanting to dispense with your services, the company shall be liable to give 30 days notice as advance intimation or pay you 30 days basic salary in lieu of the notice, as compensation.
- 17.2 Notwithstanding anything to the contrary contained herein, the company shall be entitled to forthwith terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in case of:
  - 17.2.1 Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein.
  - 17.2.2 Any information provided to the company in the application or during the course of your engagement is found wrong and it is discovered that you have intentionally provided wrong information.
  - 17.2.3 If you are released on the ground of non-performance or termination or an untenable act, your last working day at the client's place will be the last working day at Trigent Professional Services Division.
  - 17.2.4 Unauthorized absence of three or more days
  - 17.2.5 Failure of Back Ground Verification.
- 17.3 On separation, you will immediately hand-over, to the appropriately designated authority within the company, all information or data or documentation that has come into your custody as a result of your association with the company. The company reserves its right to accept your resignation and relieve you of your duties in the event that any bond executed by you as hereinabove contemplated is yet to lapse.
- 17.4 Employee is required to submit the tax documents (Investment Proofs) within a week from the date of separation. Failing which, the full and final settlement will be processed by deducting tax at source. The full and final settlement will be paid on recovery of payments from client.
- 17.5 Please take note that all sums paid to you such as joining bonus, relocation expenses, travel expenses for relocation, initial accommodation expenses and recruitment charges paid to employees are liable to be recovered from your salary/final settlement in the event of your resigning from the services of the company within 3 (three) months from the date of joining.
- 17.6 You will not be eligible for any relieving, experience, salary certificate and employment references if you resign from the services of the company within 3 (three) months from the date of joining.

\_\_\_\_\*\*\*\_\_\_\_

HEAD OF THE DEPARTMENT

DEPARTMENT OF BANK MANAGEMENT (SS)

ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Page 6/6

PRINCIPAL

ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAL-600 008



# B. COM BANK MANAGEMENT

1912321035039



07/07/2022

Ms.Sharmila S 18 A, Kavery Nagar, 1st Street, Tiruvottiyur, Tiruvallur, Tamil Nadu-600019

Dear Sharmila S.

## **Appointment Letter**

We are pleased to appoint you as Customer Service Executive of our company at a total Cost To Company of Rs.177408/- per annum from the date of joining on the following terms

- 1. You will be initially posted at our office in Chennai. However, you may be transferred to any of our other offices.
- 2. Any willful violation of terms & conditions contained in Employee Service Conditions during Probation period / Confirmation period will be termed as misconduct.
- Your monthly salary package will be as follows:

	Monthly
Basic Salary House Rent Allowance	10246.00 2754.00
Monthly Gross	13000.00
Company Contribution:	
Provident Fund @ 13% ESI @ 3.25%	1332 00 452 00
Monthly Total	14784.00
Annual Salary (Monthly x 12)	177408.00
Advance against Statutory Bonus	900.00

## Other Benefits / Deductions:

- Group Personal Accident Policy Cover for Rs.5,00,000/- per annum.
- Privilege Leave Encashment Unavailed leave can be encashed in the second
- You will be on Probation for a period of six months and confirm HEAR OF THE DEPARTMENT (SS) to overall performance and clearance of NISM certification PERSTMENT OF BANK MANAGEMENT (SS) TDS As per the provisions of The Income Tay Act
- TDS As per the provisions of The Income Tax Act. Gratuity Benefits as per The Payment of Gratuity Act

Computer Age Management Services Limited

Member of the Registrats Association of India (RAIN).

— (IN No.: L65910TN1989PLC015757

Rayala Towers, 158; Anha Salai, Chennai = 600 002 India.

2771. Fax: +91 44 6109 2755. E-mail: infb@camsonline.com Website: www.camsonline.com

New No. 10. (Old No. 178) M.G.R. Salai, Nungambakkam, Chennai = 600 034, India. Computer Age Management Services Limited

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAL-600 008 B. COM BANK MANAGEMENT

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# BAOURIE WINE IDEAN GE

EMPINIE

25-Aug-2022

C6925943

SreeDevi Balasubramanian 24/59 saravana perumal street purasawalakam,600084 600084 Management Level - 13 Sublevel - 3

Job Profile - Transaction Processing New Associate Job Family Group - Business Process Delivery Business Deal - Non Contact Center

Dear SreeDevi.

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Chennai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached. Terms of Employment. (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion. elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of fading these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexares with your signature on each page. In addition, please provide all the documentation identified in Annexore 4. Decommentation

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also community and the DEPARTMENT with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encouragHEAD Prake help and ANAGEM DEPARTMENT OF BANK MANAGEMENT (SS) of the COVID-19 vaccine as per government prescribed timelines.

Version 8.0 July 2022

Reference Id: 46db3dc1-5071-4555-b139-1dab64b52dad 2

Signed By: Jal Rumi Master

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Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or If, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date

Your annual total cash compensation will be INR 211120 and will be structured as per the attached Annexure 1. Compensation Details. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

SreeDevi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not heartale to call m.b.abraham at 9962117075 should you have anything you would like to discuss further

We believe you have a successful career ahead of you and look forward to your joining us Yours sincerely.

Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED

SREE DEVI BALASUBRAMANIAN

[Insert full legal name]

Candidate's signature

HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS)

ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Version 8.0 July 2022

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### ANNEXURE 1

Your compensation is as mentioned below

al Cash Compensation		
	Annual(INR)	
	JNR 182000	
) Annual Fixed Compensation*	Min	Max Max
B) Variable Bonus earning potential	0%	16%
		Max
	Min.	INR 211120
Annual Total earning potential (A+B)	INR 182000	

(C)#Additional Benefits	INR 3000
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 11200
Notional Insurance Premium paid by Company	

(D)##Additional Discretionary WFH Benefits/Reimbursements	INR 18,000/-
One-time WFH Assistance reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
Annual Internet reimbursement	month)

(E)Optional opportunity to participate in the Employee Share Purchase

Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value

INR 2700 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

-Annual fixed compensation of INR 182000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's continuition to Provident Fund, as applicable

-Variable Bonus. You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursament of these payouts and will be prorated HEAD OF THE DEPARTMENT based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year

Note: For International Worker Only

DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Version 8.0 July 2022

(AUTONOMOUS) CHENNAI-600 008

<sup>\*\*</sup>Annual Fixed Compensation includes employer"s contribution to Provident Fund, as applicable

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

> HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (55) ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

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(AUTONOMOUS) CHENNAI-600 008

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Benefits applicable for current Company financial year

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company

nsurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self. Spouse/partner (if you identify yourself as lesbran, gay, bisexual and transgender) & 2 Dependent children	INR 3.00.000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

- 1. Medical insurance for self, spouse and 2 dependent children up to INR 3.00.000 per annum. This plans allows for coverage of preexisting ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10.00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current, arrangement with our Insurer and is subject to review from time to time.
- b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each dam, as under
  - 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.
- 2. Personal Accident coverage for self, up to three times your annual fixed compensation.
- a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.
- a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you
- 4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS)

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#(C) Uniformal Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending bit the insurance. These note that there could have a be a stight difference in the actual premium around beine by Accenture for your the unicer coverage. The premium amount is directly paid by Accenture to the Insurance companies hed up with and will not be paid to you indisobally. Applicable only for corrent f.Y and can be withdrawn at any time at company's decretion

With) Reinfagrements would be approved as per the policies ferns & conditions. Kindly refer to those before initiating a purchase. The regularisement annuals are subject to company policy and discretion and reaghe updated/reviewed/withdrawn at any time basis company discretion

- 5 You will also be eligible for the Employee Stock Porchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on HYDE
  - Employee Stock Purchase Plan (ESPP). The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A. common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success
- 6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counsaling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & quidelines.

#### **GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you

#### General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad

> HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAL

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## ANNEXURE 3

## DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'). I will have (a) terminated my employment with any current/previous employer and any other employment or contractor relationships, and (b) satisfactorily performed and completed all my obligations which apply applied to me visitions any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED

SREE DEVI BALASCEFANIANIAN

[Insert full legal name]

Date 29/8/22

DEPARTMENT OF BANK MANAGEMENT (SS)
ETHIRAL COLLEGE FOR WOMEN, CHENNAL

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Version 8.0 July 2022

PRINCIPAL

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

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### ANNEXURE 4

## REQUIRED DOCUMENTATION

- 1. Two passport size copies of your recent photograph
- 2. Copy of highest education certificates
- Copy of any mark sheets (Last semester mandatory)
- 4. Relieving Letters from previous employer
- 5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
- 6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
- 7. Copy of Aadhaar Card We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Version 8.0 July 2022

Reference Id: 46db3d; 5071-4555-b138-1dab64b52dad\_2

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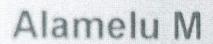
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# B.COM BANK MANAGEMENT 1913321035073

# KONE Elevator India Pvt. Ltd





Employee ID: 64130180

HEAD OF THE DEPARTMENT

DEPARTMENT OF BANK MANAGEMENT (SS)

ETHIRAJ COLLEGE FOR WOMEN, CHENNAL

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ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 003

## B.COM BANK MANAGEMENT



## STRICTLY PRIVATE AND CONFIDENTIAL

HRMO/OFF LIBELY PROBLEMS AND ART

30.01.2023

## OFFER CUM APPOINTMENT LETTER

To Ms/Mrs.Divyashree G. No. 3/2 corporation colony, 2nd street kannamapet T Nagar, Chennai- 600017. Mob No: 9003274277

Dear Divyashree G.

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a Relationship Manager I (Sales and Operations) of our bank. You will be, at the time of joining the Bank, designated as 'Trainee Relationship Manager I'.

During this Training period of six months, you will be paid a sum of Rs.18,000/-per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be Rs.3,93,000/-per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer cum appointment letter.

You are initially posted as Trainee Relationship Manager I at our Puducherry Branch, No.119, Bussy Street, Puducherry, Pin Code-605001. You will have to report for duty on or before 13.02.2023.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programme as a token of your acceptance of this offer.

> G. Dingadre Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India. Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in

DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAL

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

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We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career

With Best Wishes,

R. Subbaraman

Deputy General Manager

HRMD

Encl : Annexure to the offer cum appointment (as applicable to you).

## Copy to:

1. The DGM/AGM/Chief Manager/Senior Branch Head/Branch Head, Puducherry Branch, No.119, Bussy Street, Puducherry, Pin Code-605001.

Contact No:9345421805

Kindly collect proper relieving order from the previous employer if any, medical fitness certificate, service agreement and (acceptance of this appointment order/Selection curn offer letter if not given earlier) along with the joining report from the candidate and report compliance.

Also collect the security deposit/ submit all the original certificates collected, to HRMD Department, A.O.

2. Personal File



HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

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ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAL-600 008



Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122230004/2022-23] as Relationship Manager I Cadre

Presented here are the terms and conditions that refer to our offer of employment to you.

## 01. Pre-Induction Programme and On the Job Training

Upon reporting for duty, you will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility.

While reporting for duty, you are instructed to bring and submit all the original certificates (10°, 12°, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for duty. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

Upon joining the place of posting, you will be designated as Trainee Relationship Manager I and you will be required to undergo on the job training for a period of six months. On successful completion of the on the Job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year. You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon reporting for duty in the place of posting, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit towards cost of training for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case, you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation, you may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are unable to place a deposit for Rs.25,000/- in one lump sum, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

#### 02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as Probationary Relationship Manager I. Your salary structure will be as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1th day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to satisfactory performance during the probation period to the satisfaction of the Bank.

03. Leave:

HEAD OF THE DEPARTMENT The bank provides its employees with different types of leave during different stages arment of BANK MANAGEMENT (SS) the leave policy applicable in force at the time.

ETHTRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008

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## Leave During Training Period

Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.

## Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 15 days and Sick leave of 15 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

## 04. Mobility:

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## 05. Increments & Promotions:

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## 06. Group Health Insurance Scheme

Opon entering into Probation period, you will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

#### 07. Notice Period:

## During Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion). In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

HEAD OF THE DEPARTMENT HEAD OF THE DEPARTMENT (SS)

If you choose to discontinue your services with the Bank for any reason after your pepartment of BANK MANAGEMENT (SS)

required to give the Bank one month notice or one month Gross substituting the services with the Bank for any reason after your pepartment of BANK MANAGEMENT (SS)

discretion. required to give the Bank one month notice or one month Gross salary there ETHIRAL COLLEGE FOR WOMEN, CHENNAL discretion.

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAL-CUD 18



NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.

During the training/probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment/or revert you to a junior level at any time during the training/probation period or extended period of

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination

# 08. Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain
- In case any information you have provided to the Bank found to be untrue or HEAD OF THE DEPARTMENT you have suppressed to the Bank, the management can terminate DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAL your employment.

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAI-600 008



# This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this Letter of Appointment and in the service agreement, inter alla, constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.

Please return to us on or before 08.02.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the offer cum appointment letter.

Vicione to the CUS family.

Was Reparts

R. Spobaraman Deputy General Manager HRMD

I have read, understood and agree to the terms and conditions as set forth in this offer cum appointment letter and the annexures.

Signature

Name:

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HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAL

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ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008.



# Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122230004/2022-23] as Relationship Manager I

## Compensation during Training period

	COMPEN	SATION DETAILS	
Kame	Ms/Mrs.Divyashree G		
Designation	Trainee Relationship Manager I		
	CTC COMPON	ENTS (All figures in	Rs.)
Component		Per Month	Per Year
Bosk III		5,000/-	60,000/-
*#RA		3,000/-	36,000/-
Other Allowances		10,000/-	1,20,000/-
Gross		18,000/-	2,16,000/-
TAMES IN	bution to PF	\$00/-	6,000/-
CTC		18,500/-	2,22,000/-

## Compensation during Probation period

	COMPENS	ATION DETAILS	La Compa di Bro da l'Estre a appriletto A Pia è di a la la grafia del Compa Pia de Compa del Compa de Compa del Comp
Name Ms/Mrs. Divyashree G			
Probationary Relationship Manager I			
	CTC COMPONEN	ITS (All figures in R	s-)
Component		Per Month	Per Year
Davic Pay		11,000/-	1,32,000/-
Fixed DA		1,600/-	19,200/-
Basket of Alic	wances?	10,636/-	1,27,632/-
Gross Pay		23,236/-	2,78,832/-
PE - Manage	ment Contribution	1,250/	15,120/-
	nagement Contribution <sup>1</sup>	504/-	6,048/-
Fixed CTC		25,000/-	3,00,000/-
	20% on Basic Pay)*	2,200/-	26,400/-
THE RESERVE THE PERSON NAMED IN COLUMN TWO	atia (Maximum) <sup>†</sup>	5,550/-	66,600/-
Variable CT		7,750/-	93 HEADOETHE DEPARTMENT
Total CTC		32,750/-	DEBASTMENT OF BANK MANAGEMENT ( DEBASTMENT OF BANK MANAGEMENT



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## Note:

- Dearness Allowance: Fixed Dearness allowance, subject to revision at the sole discretion
  of the Management.
- Basket of Allowances: All-inclusive of Sales & Operations allowance, HRA, Medical Reimbursement & any other allowances.
- Pension: The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- 4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia: will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



G. sjiryodur

HEAD OF THE DEPARTMENT

DEPARTMENT OF BANK MANAGEMENT (SS)

ETHIRAJ COLLEGE FOR WOMEN, CHENNAL

Page 8 of 9

PRINCIPAL
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## ANNEXURE-111

It is mentioned in your appointment order that you have to submit a medical fitness certificate at the time of joining the Bank. In this connection, you are advised to undergo the following tests from any registered/recognized medical lab/reputed hospitals near your area of residence.

- Complete Haemogram (Blood Test)
- 2. Ophthalmology consultation and Eye Certificate
- 3. E.N.T. Consultation and his Report
- 4. General Consultation

Proper medical fitness certificate on the above tests should be obtained from a registered medical practitioner.

The medical fitness certificate along with details of medical test reports should be submitted at the time of joining the Bank without fall.



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S. Muelpurie

PRINCIPAL ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAL-690 008 Floor



Offer: BUSINESS PROCESS SERVICES Ref: TCSL/DT20219319415/Chennal/BPS/BTN

Date: 30/09/2022

Ms. Sneha Suresh 4/7 Logambal Street Chetpet Chennai-600031 Tamil Nadu Tel# 91-9444253050

Dear Ms. Sneha Suresh,

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.

HEAD OF THE DEPARTMENT
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NAME: Swathi T

D.O.B: 12-10-2022

DESIGNATION: Junior Operation

EMP CODE : CW392

EMRPH: 6385187535

Authorised Signatory

Corporate Office number 044-48591328

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# D- HDB FINANCIAL SERVICES



## Swetha Viswanathan

**Emp Code** : S97196

Branch : Chenna

Emergency©: 9092112016

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(AUTONOMOUS)

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20-Aug-2022

C7066986



\*For Accenture use only

Presheetha Venkatesan No.1 Musthura Begum street Mirashibpet Royapettah Chennai 14 600014 Management Level - 13 Sublevel - 3

Job Profile - Transaction Processing New Associate Job Family Group - Business Process Delivery Business Deal - Non Contact Center

Dear Presheetha,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Chennai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer,

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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> > Candidate's Signature

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Signed By: Jal Rumi Master

(AUTONOMOUS) CHENNAL-ROO 908

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be INR 211120 and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Presheetha, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call sharon.hrithika at 9176393839 should you have anything you would like to discuss further.

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DEPARTMENT OF BANK MANAGEMENT (SS)

ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Candidate's Signature

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ETHIRAJ COLLEGE FOR WOMEN

CHENNAL-690 008

We believe you have a successful career ahead of you and look forward to your joining us Yours sincerely

Managing Director - Accenture Operations in India & Sri Lanka

PRESHEETHA · V [Insert full legal name]
Date 25 08 2022

Candidate's signature\_\_\_

HEAD OF THE DEPARTMENT **DEPARTMENT OF BANK MANAGEMENT (SS)** ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Version 8.0 July 2022

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008

#### ANNEXURE 1

#### Your compensation is as mentioned below

Total Cash Compensation		
	Annual(INR)	MANAGEMENT COLORS OF THE STATE
(A) Annual Fixed Compensation*	INR 182000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 182000	INR 211120

(C)=Additional Benefits		
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3000	
Notional Insurance Premium paid by Company	INR 11200	

(D)##Additional Discretionary WFH Benefits/Reimbursements	INR 18,000/-
One-time WFH Assistance reimbursement	INR 12,000/- (capped at INR 1,000/- per
Annual Internet reimbursement	month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan

Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value

INR 2700 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

-Annual fixed compensation of INR 182000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only\*

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DEPARTMENT OF BANK MANAGEMENT (SS)
ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

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ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAL-600 008

<sup>\*\*</sup>Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers, Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employee's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

> HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Version 8.0 July 2022

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### Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self. Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

- 1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of preexisting ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to
- b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
  - 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.
- 2. Personal Accident coverage for self, up to three times your annual fixed compensation.
- a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.
- a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 4 #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time). payable as per the Company policy on your exit

HEAD OF THE DEPARTMENT **DEPARTMENT OF BANK MANAGEMENT (S** 

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#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your individually. Applicable only for current EY and can be withdrawn at any time at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

- 5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
  - Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.
- 6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

#### GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

#### General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

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ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Version 8.0 July 2022

Candidate's Signature V.

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#### ANNEXURE 3

#### DECLARATION

Thereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to Thereby representation warrant to the company'). I will have (a) terminated my employment with any current/previous employer and any other employment or contractor as the Company i. I will have the contractor relationships, and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis--vis any current/previous

Thereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED

RESHEETHA, V

[Insert full legal name]

Date. 25/08/2022

HEAD OF THE DEPARTMENT **DEPARTMENT OF BANK MANAGEMENT (SS)** ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Version 8 0 July 2022

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Candidate's Signature V.P

### ANNEXURE 4

## REQUIRED DOCUMENTATION

- 1. Two passport size copies of your recent photograph
- 2. Copy of highest education certificates
- 3. Copy of any mark sheets (Last semester mandatory)
- 4 Relieving Letters from previous employer
- 5 Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
- 6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
- 7. Copy of Aadhaar Card We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO. ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentialty provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

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ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

Version 8.0 July 2022

PRINCIPAL 9
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 905

Candidate's Signature V. L



Aparna Suresh Kumar

HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

S. Musy 3503271

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS)



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ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAL-600 008.

HEAD OF THE DEPARTMENT

DEPARTMENT OF BANK MANAGEMENT (SS)

ETHIRAJ COLLEGE FOR WOMEN, CHENNAL

Frans

2013322082015

From,

V. Nevedha Flat 2C, SV Towers, 754&752, T.H Road, Old Washermenpet, Chennai - 600021

To,

The Principal Ethiraj College for Women Chennai - 600008

Respected Mam, Subject: Regarding Joining Report

I would like to bring to your kind notice that I am joining duty as Assistant Professor in the department of Bank Management (SS) on 01-09-2022 (FN). I thank you for this opportunity to serve in this esteemed institution.

Thanking You,

V. Nevedhaf.

(V. Nevedha)

Su. 2022.

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ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008

HEAD OF THE DEPARTMENT DEPARTMENT OF BANK MANAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

The Mass

Date: 04.07.2022

Staff Appt./No.16/COM/ 2022- 2023

### PROCEEDINGS OF THE SECRETARY

Ms.NISHA M.A is selected and appointed temporarily as an Assistant Professor in the Department of Commerce for the period up to 31st March 2023 subject to her satisfying the Madras University norms as regards her qualifications as per the Selection Committee. She will be paid a Basic Salary of

Rs.17600 in the UGC Scale of (15600 - 1000 - 25600) + Special Allowances of Rs.9200

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the Institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the Principal. This order will take effect from her date of joining.

**SECRETARY** 

Managed by SHRI VALLABHACHARYA VIDYA SABHA in association with MOROGENARIMENAGEMENT (SS) ETHIRAJ COLLEGE FOR WOMEN, CHENNAI

CHENNAL-600 008

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# Noorulameera Kuthbudeen

GPNT: WOJACOLT 50 DEPARTMENT OF BANK MANAGEMENT (55)

PRINCIPAL ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAL-600 008 A Charles



Date: 02 July 2022

Our Ref: BCT Consulting/HR/2022

To Ms. Swetha S 11/2 A New No 6 Kandappan Street, Triplicane, Chennai - 600005

Dear Swetha,

Sub: Employment Offer

Congratulations! Further to your application for employment with BCT Consulting, we are delighted to offer you a role of "Associate" in Grade "G1".

Your Annual Cost To Company (CTC) would be INR 3,00,000/- and this has been detailed in the Compensation Details sheet in Annexure A.

You are requested to join on or before 4th July 2022. You will be on probation for a period of six months. The list of documents that you need to submit while joining is presented in Annexure B.

The location of your initial posting will be in Chennai; however you are liable to be transferred to any location of the Company within the Group based on the organizations requirements.

Please note that this employment is subject to satisfactory Professional Reference checks and documentary evidence of your previous employment and commercial details. During the course of your service with the Organization, you shall refrain from directly working in the client Organization or client's client.

For a period of three years following your exit from the company you shall not directly or indirectly work with BCT Consulting clients or competitors. You shall not engage in any way with BCT Consulting clients or competitors which includes but is not limited to employment, consultancy, sub-contractor or any other mode of engagement.

Please reach out to us for any information you may need with regard to this employment offer. Looking forward

to a long-term relationship and wishing you success at BCT Consulting.

For BCT Consulting Pvt. Ltd.

Muralidharan V M Chief Executive Officer

I accept the above terms and conditions

BCT CONSULTING PVT. LTPINATION WOMEN, CHENNAL COLLEGE FOR WOMEN, CHENNAL

"Prestige Meridian II", 12th Floor, Unit 1202, #30, M.G. Road, Bangalore - 560 001. India Tel: (91) 80 2559 6996 / 97 www.bahwancybertek.com CIN: U72900KA2001PTC029345

> RINCIPAL ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

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CHENNAL-600 008



#### **ANNEXURE B**

#### DOCUMENTS TO BE SUBMITTED ON JOINING

- 1. Original and Copies of Relieving & Experience letters from all previous companies
- 2. Original and Copy of PANCARD
- 3. Original and Copies of all Educations Certificates (10th Std, 12th Std, Graduation, Post- Graduation and any other Diplomas/Certification)
- 4. Three Copies of Passport photographs with white background

#### Note:

You are requested to bring all your original documents for verification purpose. (Passport, Pan Card, Educational and Work experience)

I accept the above terms and conditions

Swetha 5

HEAD OF THE DEPARTMENT

DEPARTMENT OF BANK MANAGEMENT (SS)

ETHIRAL COLLEGE FOR WOMEN, CHENNAL

BCT CONSULTING PVT. LTD.

"Prestige Meridian II", 12th Floor, Unit 1202, #30, M.G. Road, Bangalore – 560 001. India Tel: (91) 80 2559 0996 / 97 RWC Bahwaneybertek.com CIN: U72900KA2001PTC029345 ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAL-600 008.



Letter of Appointment

To.

1" July 2022

Ms. Vaishnavi M.

PE0133.

15/48, 1st Lane C S Colony, Indira Nagar Adyar Chennal 600020.

Dear Ms. Vaishnavi M

#### Congratulations! Welcome to Playtonia Esports Private Limited!

Subsequent to our discussions with you regarding an opening in our Company, we are pleased to offer you an appointment in our Company on the following terms and conditions:

1. You will be designated as Account Assistant-Finance with effect from 1th July 2022.

2. You will be paid gross emoluments as per the below details and your Cost to the company is Rs.15,946/~00/-All statutory deductions are applicable as per norms.

Earnings	Amount in Rs.	Deductions	Amount in Rs.
Basic	13,800.00	<b>Employee Contribution</b>	
House Rent Allowance	0.00	Employee State Insurance	104.00
Special Allowance	0.00	Provident Fund	1,656.00
		Employer Contribution	
		Employee State Insurance	490.00
Gross Earnings	13,800.00	Provident Fund	1,686.00
Expected Take Home	12.040.00	стс	15,946.00

3. You will initially be posted at our office in Chennal. However, your services are transferable to any location or company or concern including any associate or sister concerns at the sole discretion of the Management.

4. Your status will be on probation for Six months. During this tenure, the organization is free to terminate your employment/training without any reasons. After your result in the performance evaluation is deemed satisfactory, you will be absorbed in a permanent order in our organization. During your probation period, you may resign from your employment either by giving the other 15 Days' notice or by paying 15 Days Gross salary in lieu of such notice. After your probation period you are required to give one-month notice or by paying one-month gross salary. However, in the event of you giving such a notice to the Company, we shall have the right to accept the same from any date prior to the expiry of the notice period. You will be expected to serve the Company until the expiry of the notice period; however, the Company can waive the notice or a part thereof at its absolute discretion without making any payment for the period of notice or part thereof so waived and relieve you from the services.

5. The hours of work, holidays and leave will be in accordance with the rules of the Company you are posted to.

The general operating hours of business are between 9.30 am to 6.30 pm. It is expected that you will work from Monday to Saturday during general business hours. From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your HEAD OF THE DEPARTMENT duties.

DEPARTMENT OF BANK MANAGEMENT (SS)

6. You will retire from the service of the Company on attaining the age of 58 FHIRA COLLEGE FOR WOMEN CHENNAL be considered at the sole discretion of the management. You may be retired earlier if found to be medically

unfit.

PINGIBAL

AJ COLLEGE FOR WOMEN STREET, PADMANABHA NAGAR

ADYAR, CHENNAL - 800 020

ESPORT

CALL US AT +81 44 48809287 SUPPORTEPLATIONIA COM WWW PLAYTONIA COM

(AUTONOMOUS) CHENNAL-600 008.



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20219324587/Chennai/BPS/BTN

Date: 17/10/2022

Dear Ms. Swetha A.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL,

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. ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) PER MED OF

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TATA CONSULTANCY SERVICES

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## accesshealthcare\*

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MILIAMNUOL A.H. II: 22A1)

AND COMMUNICATION.

NAME: PAVITHRA. D

Date: 18 Jul 2022 09:45

Employee ID: M0745564 Mr./Ms. Pavithra Dillibabu Assistant Client Partner - AR

### **Appointment Letter**

#### Dear Pavithra Dillibabu.

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

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

You are requested to contact HR Team at the following address to take on your assignment on 14 Jul 2022

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

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

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

Looking forward to your joining our "Winning Team".

With best wishes.

Yours sincerely,

I accept this appointment and the Terms and Conditions attached.

> Digitally Acknowledged by me on 18 Jul 2022 09:45

> > Signature of the Candidate

Name: Pavithra Dillibabu Employee ID: M0745564

Samuel S

Lead Director - HR

Access Healthcare Services Pvt. Ltd CIN:U74220TN2011PTCO78925

Registered Office: Kochar Technology Park, SP-31A.

3rd Floor, Ambattur Industrial Estate. Chennai - 600058. Tamil Nadu, INDIA. Phone: +91 44 43108980/81/82,

Website: www.accesshealthcare.com

Assistant Professor & Head Department of Journalism & Communication

Ethiraj College for Women Chennai - 600008

Head Quarters

# A9, First Main Road, Ambattur Industrial Estate, Ambattur, Chennai - 600 058.

Tamil Nadu, INDIA.

Rhone: +9/1 44 42176066.

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CHENNAI-600 008

## accesshealthcare

#### Annexure |

	Amount	
SALARY COMPONENTS	Rs. PM	Rs. PA
Desir	9925.00	119100.00
Basic Language Deat Allewage	3950.00	47400.00
House Rent Allowance	1600.00	19200,00
Conveyance Allowance	325.00	3900.00
DA	0.00	0.00
SDA STATE OF THE S	2050.00	24600.00
Statutory Bonus	1889.00	22668.00
Special Allowance Gross (A)	19739.00	236868.00
Benefits		
	1649.00	19788.00
Provident Fund	642.00	7704.00
ESI	827.00	9924.00
Retention Incentive	476.00	5712.00
Gratuity T. A. I. (D.)	3594.00	43128.00
Total (B) Cost To Company (A+B)	23333.33	280000.00

#### Insurance Benefits:

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

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

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

#### Retirement Benefits:

#### a) Gratuity:

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

#### b) Provident Fund:

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

> M0745564 Confidential

Head Quarters

Access Healthcare Services Pvt. Ltd CIN:U74220TN2011PTCO78925

Registered Office: Kochar Technology Park, SP-31A,

3rd Floor, Ambattur Industrial Estate, Chennai - 600058. Tamil Nadu, INDIA. Phone: +91 44 43108980/81/82,

Website: www.accesshealthcare.com

Mrs. U. N. Mahalakshmi

Assistant Professor & Head Department of Journalism & Communication

Chennai - 600008

amil Nadu, INDIA. F91 44 42176066. Mayource

Ethiraj College for Women ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600 008

# A9, First Main Road, Ambattur Industrial

Estate, Ambattur, Chennai - 600 058.



Me-Hin Tech-Edge Solutions
Manoj Indl Estate 201332201207

Manoj Indl Estate 40-A,G.D.Ambekar Road Wadala.Mumbai -400031

Contact No: +91 22 62773417/ 19

rs1@mehin.in www.mehin.in CLASS: II. N.A

JOURNALISH AND

COMMUNICATION

Date: 2022-07-26

Emp Code: MTSYES12287

To,

Mr. / Mrs. THENMOZHI SIVALINGAM,

CHENNAI

Subject : Appointment Letter

#### Dear THENMOZHI SIVALINGAM,

We welcome you to join Team MTS, and foster your passion for excellence. Team MTS, is dedicated to providing opportunities, career advancement and development. We are sure you will find your career with us a challenging, rewarding experience full of opportunities.

We are pleased to make an offer of employment and appoint you as 'Sales Executive' with "Me-Hin Tech-Edge Solutions" on deputed YES Bank Retail Banking Product the following terms and conditions:

#### TERMS & CONDITIONS:

#### 1. Salary and benefits

Your Salary and benefits are as detailed in the Annexure enclosed herewith.

Mrs. U. N. Mahalakshmi
Assistant Professor & Head
Department of Journalism & Communication
Ethiraj College for Women
Chennai - 600008

#### 2. Place of Work

Your initial employment location will be CHENNAI. However, your services are transferable and you may be assigned to any location in India, where the Company or any of its associate or sister concern or its subsidiary or clients, conduct business, at the sole discretion of the "Me-Hin Tech-Edge Solution" management. While ontransfer, you will be governed by the rules, regulations and conditions of service of that location.

#### 3. Probation and Notice Period

You will be on probation for a period of six months from the date of your joining which may be extended by "Me-Hin Tech-Edge Solution" at its discretion. On satisfactory completion of the probationary period, you will be considered for confirmation, subject to your performance meeting the requisite standards. During the probation period, the "Me-Hin Tech-Edge Solution" may terminate this contract by giving 30 days' notice in writing or pay fifteen days of Basic in lieu of notice. If your services are found satisfactory during the probation period, you will be confirmed in the present position. You will be required to give 30days' notice or salary thereof in case you decide to leave the "Me-Hin Tech-Edge Solution", however this will be subject to the "MTS" final discretion. In the event of you having any incomplete assignment then Me-Hin Tech-Edge Solution will have the discretion to relieve you only at the end of thirty days' notice period. Similarly, Me-Hin Tech-Edge Solution can terminate your services by giving Thirty Days' notice or basis salary pertaining to this period. However, Me-Hin Tech-Edge Solution reserves the right not to accept payment in lieu of

ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)

Date: 2022-07-26

Signature: THENMOZHI SIVALINGAM

#### Annexure

	Amounts (Rs.)
Salary Head	10050
Basic	4950
HRA	0
Conv	0
Medical All	0
Other Allow	15000
Total Gross Fees	1206
Employee _PF	113
Employee_ESI	0
Professional Tax	0
Other Deduction	1319
Total Deduction	13681
Net Salary	1307
Employer_PF	488
Employer_ESI	
Cost to Company Monthly	16794

Assistant Professor & Head
Department of Journalism & Communication
Ethiraj College for Women
Chennai - 600008

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAI-600 008

Pept: Nutrition, PSMS Dietetis Name: Charumathy V Reg no: 1913311079002



#### VeCura Wellness Clinic

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#### LETTER OF APPOINTMENT FOR EMPLOYMENT

Date: 12-Dec-22

To

Ms. Charumathy Vinayagamurthy (E11285), D/O.Vinayagamurthy,

#### Dear Charumathy Vinayagamurthy,

We are pleased to inform that you are appointed for the post of 'Dietician' at 'ANNA NAGAR' from '12-Dec-22', and your renumeration Rs. 16740/- fixed gross permonth, the details are as mentioned in Annexure B.

Your employment with us is governed by the terms and conditions as detailed in Annexure - A.

Your offer has been made based on the information furnished by you. However if there is any 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.

Employment as per this offer is subject to your being medically fit.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution to VeCura will take us further in our journey towards becoming leader in the industry. As per agreement taken place during the interview you are given this career opportunity to put your sincere effort to build our organization and be fully committed to serve VeCura with your dedication and integrity.

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

For VECURA WELLNESS CLINIC.

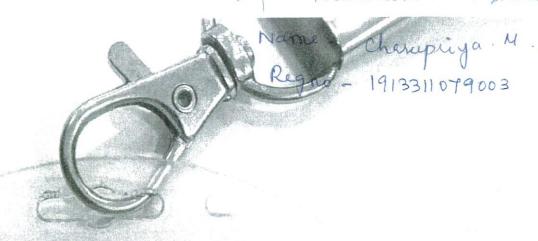
**Authorised Signatory** 

Page 1 to 6

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAL 600 0 )8 P. 14 uttones

M. Street







CHARU PRIYA M Dietitian - N & D

Emp No: 8486

Issuing Authority



8486

PRINCIPAL

ETHIRAJ COLLEGE FOR WOMEN

CHENNAL-500 008



Pept: Nultilion, FSM& Dictetics. Name: Grokula Indina. Reg. No: 1913311079006

## A DIET EXPRESS

, M	(UNIT OF INDRAYAN		4
I A	Pay Slip for		
Employee ID	IBL1614	UAN No	101887975917
Employee Name	GOKULA INDIRA	ESI No	5133893345
Designation Designation	FORTIS	Project Location	
2009.1011011			
No of Working Days	28		
Earn	ings	Ded	uctions
Total Gross	15000	EPF	1260
Basic Salary	6000	ESI	113
DA	4500	Professional Tax	208
HRA	3000	Advances	
Other Allowances	1500	Loan	
Variable pay		Other deductions	
Total Earnings	15000	Total Deductions	1581
	Net Salary		13419

<sup>\*\*\*</sup>This is a Computer Generated Payslip and doesn't require any Manual Signature \*\*\*

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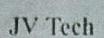
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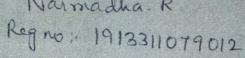
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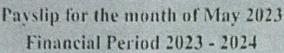
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Department of Nutrition, FSHI Proteties





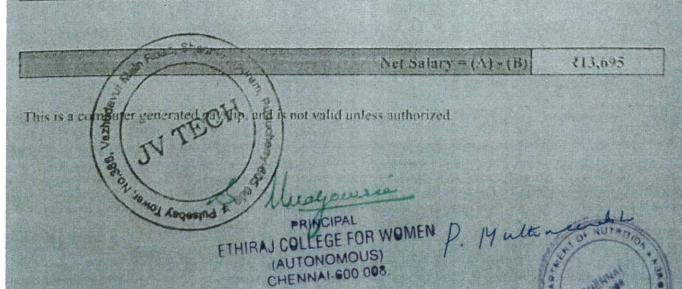


Private & Confidential

	Employee I	nformation	
Ms. Narmadha R			
Employee Id	JVVR046	Location	WFH
Designation	Associate	PAN	FYxxxxxx5P
Gender	Female	Bank A/C	xxxxxxxxxxxx8661
Date Of Joining	05-September-2022	Available Calendar Days	31
UAN	101893787364	Paid Days	31
ESI Number	5519530451	Loss of Pay Days	0

Earnings	Amount
Basic	5,800
HR Allowance	2,320
Other Allowance	6,380
(A) Total Earnings	14,500

Deductions	Amount
PF Employee Contribution	696
ESI	109
TDS	
(B) Total Deduction	805



Rept: Nutrition, FSN& Dictetion Name: Mouniha S. Reg no : 19133110790181 RnD SOLUTIONS

## OFFER LETTER

OL-2021: 0482

#### Dear Mouniha Senthilkumar,

#### Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of Associate Analyst with a consolidated pay of Rs. 4,17,849 /- p.a. (Rupees Four Lakhs Seventeen Thousand Eight Hundred and Forty Nine only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

#### Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

#### Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

### Non-Disclosure Agreement and Service Agreement

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining.

#### Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for 16 days in your first year as part of the earned leave S. Mugowrie component.

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008

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#### **Maternity and Paternity Policy**

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

#### **Working Hours**

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

#### **Background Check**

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

#### **Joining Date**

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,

Kamalahasan N

Head - HR

ETHINAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAL-600 008















Dept - Natution, FSND D Name - Sandhiya . T Reg No - 1913311079022

## SKILL@LYNC

EpowerX Learning Technologies Pvt. Ltd. Techno Park No:10, 7th Floor, Old Mahabalipuram Road. Thoraipakkam, Chennai, Tamil Nadu - 600097

#### Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on September 29, 2022 by and between here in after referred to as ("Employee") Sandhiya Thangarasu

which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu - 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party and collectively as "Parties".

Whereas, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a Inside Sales Specialist with effect from October 06, 2022

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities.

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party. For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents and all affiliates, subsidiaries and related companies of the Receiving Party.

OIN No.: U80904TN2018PTC121852 | Telephone No.: 044-4851 5531 P. Huttiner

Website: www.skill-lync.com

ETHIRAJ COLLEGE FOR WOMEN MALLEON NOS

## SKILL LYNC

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu - 600097

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright, patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

Accepted and Agreed to by:

Sandhiya Thangarasu

Quy T

Santhiya (Sep 29, 2022 20:38 GMT+5.5)

Title: Associate Director - Talent Acquisition

Title: Inside Sales Specialist

PRINCIPAL

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAL-SGO 008

CIN No.: U80904TN2018PTC121852 | Telephone No.: 044-4851 5531

Website: www.skill-lync.com



Dept. Nutrition, FSM & D Name - Shyamala.B. www.agshealth.com Reg. No - 1913311079024

August 09.2022

Shyamala Bala Chennai.

Offer Letter

Dear Shyamala,

Congratulations!

Congratulations! We are pleased to offer you the position of Trainee Medical Coder at AGS Health Private Limited.

Your annual cost to company (CTC) would be ₹.168012, In addition to this, you will also be eligible for a performance based incentive up to ₹.108000 per annum to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Chennai. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

We request you to join us on or before August 11, 2022. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in voque. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely.

Kiran Guntur

Executive Director - Human Resources

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008

#### Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature:

Date:

AGS Health Private Limited, 4 Canal Bank Road, Chennai 600 113, India P: +91 44 4510 4520 | F: +91 44 4510 4521

<sup>1.</sup> The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health). P. Muttadish

<sup>2.</sup>At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).



#### Annexure A:

#### CONFIDENTIAL

	Monthly ₹	Annual ₹	
стс			
Base Salary + Retirals	14,001	168,012	
Base Salary + Retirals + incentive (See Note below)	23,001	276,012	

Base Salary	20 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -		
Basic Salary	6,500	78,000	
Statutory Bonus	1,400	16,800	
Sundry Allowance	4,591	55,092	
Gross Salary	12,491	149,892	

Retirals and Insurance		Bell, M
Provident Fund (Employer)	780	9,360
Gratuity	313	3,752
Health Insurance	417	5,004
Retirals Total	1,510	18,120

Performance Incentive		
Monthly Performance incentive (See note Below)	9,000	108,000

<sup>\*</sup> includes city compensatory allowance.

#### Note:

Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.9,000 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online.

Signature:

A STATE OF THE PARTY OF THE PAR	Monthly ₹	Annual ₹
Base Take Home (pre-tax)		
Gross Salary	12,491	149,892
PF (Employee)	780	9,360
ESI (Employee)	94	1,124
Take Home (pre-tax)	11,617	139,408

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAL-600 008

pept - Nutilion, FSM & Dicteties.

Name - Aunchunaikani piniyalkashi
Regno - 1913311079038

revenue cycle reimagined



# runchunaikani Piriyathar

Employee Code:

R32146

Blood Group:

A

AGS Health Pvt Ltd., 05-02, Tidel Park, Cheggal -60

Ph:+91 44 4510 4520

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ETHIRAJ COLLEGE FOR WOMEN

(AUTONONIOCO)

www.agshealth.com

P. Multi week.



Pept: Nutrition FSMI Dieteties Name: Krishena Menon. Reg No: 1913311079042

Tamira Aesthetic Healthcare & Lifestyle Pvt Ltd., 27, Gopalapuram 1st St, Kanakasri Nagar, Gopalapuram, Chennal, Tamil Nadu 600086 Phone: 1800 3000 1613

## Offer Letter

02/05/2023

Dear Krishena menon,

Congratulations! We are pleased to confirm that you have been selected to work for Tamira. We are delighted to make you the following job offer:

The position we are offering you is that of Client Coordinator cum Aesthetic Nutritionist. This position reports to Chief Operations Officer (COO).

We would like you to start work on 02<sup>nd</sup> of May 2023. Please report to us for documentation and orientation. If this date is not acceptable, please contact us immediately. On joining, you will be invited to our HR tool GreytHR in which you may be required to upload your documents.

The annual starting salary for this position is INR 4, 63,200 (CTC) to be paid on a monthly basis by direct deposit to employee's bank account, starting on June 1st 2023. After the six month probation period, management will review the performance and approve the eligibility for performance based annual bonus payments, the same will be dispersed on April 24 / May 24, based on financial year accounts closure.

\*Paying the bonus is completely management discretion based on the financial year performance.

After the confirmation, based on your performance as Aesthetic Nutritionist, you will be eligible for sales incentives, which will be given separately as cheque payments.

Based on the telephonic conversations, it is assumed that you have accepted the offer and will join Tamira as per the given joining date.

We are confident you will be able to make a significant contribution to the success of Tamira and look forward to working with you.

Sincerely,

Sundara Sivam

Tamira - Management

Tamira Aesthetic Healthcare & Lifestyle Pvt Ltd.,

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOLIS) CHEMNWI-POO 003



Name : Rubavathi Dillibabu

class : [] M.Sc chemistry (2021-2022)

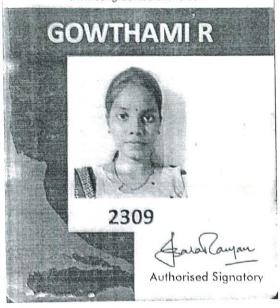
Reg. No: 2013312049009 Name of the z: Ethiraj college for Women Inshihim

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#### CONGRUENT SOLUTIONS PVT LTD

4th & 8th floor, "SKCL Triton Square" C3 to C7. Thiru-Vi-Ka Industrial Estate, Guindy, Chennai - 600 032 INDIA Tel +91 44 4223 8990 www.congruentsolutions.com



Name! howthami R

Reg. No: 1913311054010

class: III B. Schemistry
(2021-2022)

Name of the?

Institution! Ethiraj College fol

Women

DEPT. OF CHEMISTRY ETHIRAJ COLLEGE FOR WOMEN CHENNA 500 008.

PRINCIPAL ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008





Name: Narmadha. P

Reg. No: 1913311054025

class: 111 B.Sc chemistry
(2021-2022)

Name of Itez: Ethiraj college for

women

#### 19-May-2022

Dear Narmadha P, B.Sc, Chemistry Ethiraj College for Women, Chennai

#### Candidate ID - 21318056

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 Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared our initial selection process and we discuss the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and performance in the Limited ("Cognizant"). You have successfully cleared on your profile and you have successfully cleared on your profile and your profile and you have successfully cleared on your profile and your profile and y ETHIRAJ COLLEGE FOR WOMEN process.

You have been selected for the position of Programmer Trainee.

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

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

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

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

#### Please note:

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

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

- 2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.
- 3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

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

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

3.1 Cognizant Internship (If offered to you):

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

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

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

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

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

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

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

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:

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(AUTOMOMOUS)
CHENNAI-600 008.



#### Compensation and Benefits

Name: Narmadha P Designation: Programmer Trainee

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

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

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

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

#### Leave & Vacation:

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

SI 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

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(AUTONOMOUS)
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#### **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 Pavout".

· 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.

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CHENNAI-600 008



#### 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 Constant Technology Solutions India Private Limited, a company incorporated under the Constant India; (hereinafter referred to as "Company" or "Cognizant" which explainless repugnant to the context or meaning thereof, be deemed to mean and include its substantially assigns) of the ONE PART;	pression shall
AND	
Narmadha P, 21, residing at (hereinafter referrence "your" or "yourself", which expression shall unless repugnant to the context or meaning there to mean and include his/her heirs, executors and administrators) of the OTHER PART.	ed to as "you", of, be deemed
The Company and you are, wherever the context so requires, hereinafter collectively refer "Parties" and individually as "Party".	rred to as the
RECITAL:	
WHEREAS, you desire to be employed by the Company and the Company has made an em ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on t conditions set forth below.	ployment offer he terms and
NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set the Parties hereto mutually agree to the below mentioned terms and conditions go employment with Cognizant:	et forth herein, overning your
1. Duties and Responsibilities	
a. You agree that at all times during your employment with Cognizant, you will faithfully, indute to the best of your skill, ability, experience and talent, perform any and all of the duties reposition. In carrying out these duties and responsibilities, you shall comply with all policies rules and regulations, both written and oral, as are announced or implemented by the Compt to time, and shall honour and comply with all rules and statutory requirements under appeamended from time to time, in letter and spirit.  b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business other organizational policies shall entitle the Company to take appropriate disciplinary action termination of your employment.  c. You shall, at all times, maintain satisfactory performance and upskill yourself in accord business requirements of the Company. Unsatisfactory or poor performance shall entitle Company remployment.	quired of your s, procedures, pany from time clicable law as a Ethics and/or on(s) including clance with the
0.00	

#### 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

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PRINCIPAL

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS)

CHENNAI-600 008



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

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ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 008.



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

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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 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

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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

#### 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	Narmadha P
Sign:	Sign:
Name:	Date:

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Name: Divyadharshini S

Reg. No: 1913311054008

class: 111 B.sc chemistry

(2021-2022)

Name of the ? Ethiraj college for women

19-May-2022

Dear Divyadharshini Srinivasan, B.Sc. Chemistry Ethiraj College for Women, Chennai

#### Candidate ID - 21318021

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

You have been selected for the position of Programmer Trainee.

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

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

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

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

#### Please note:

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

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

- 2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.
- 3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

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

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

3.1 Cognizant Internship (If offered to you):

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

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

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

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

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

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

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#### Compensation and Benefits

Divyadharshini Srinivasan Name:

**Designation:** Programmer Trainee

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

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

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

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

#### Leave & Vacation:

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

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
2	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

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#### **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
- 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.

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### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of	betweer	1:
Cognizant Technology Solutions India Private Limited, a company incorporated under the C 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Ros 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which ex unless repugnant to the context or meaning thereof, be deemed to mean and include its su assigns) of the ONE PART;	pression sl	hall
AND		
Divyadharshini Srinivasan, 20, residing at referred to as "you", "your" or "yourself", which expression shall unless repugnant to meaning thereof, be deemed to mean and include his/her heirs, executors and administration of the part.	the contox	t or
The Company and you are, wherever the context so requires, hereinafter collectively references and individually as "Party".	erred to as	the
RECITAL:		
WHEREAS, you desire to be employed by the Company and the Company has made an er ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on conditions set forth below.	nployment the terms	offer and
NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions of the Parties hereto mutually agree to the below mentioned terms and conditions of employment with Cognizant:	et forth he governing	rein, your

#### 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.

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,

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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.

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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

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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

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- · 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	Divyadharshini Srinivasan
Sign:Name:	Sign: Date:

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Name: Deivanai R

Reg. No: 1913311054006 111 B. Sc Chemistry (2021-202)

Name of the : Ethiraj college for

ETHIRAJ COLLEGE FOR WOMEN

Ethiraj College for Women, Chennai

Dear Deivanai Ramanathan,

Candidate ID - 21318009

19-May-2022

B.Sc. Chemistry

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

You have been selected for the position of Programmer Trainee.

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

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

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

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

#### Please note:

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

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

- 2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.
- 3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

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

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

3.1 Cognizant Internship (If offered to you):

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

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

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

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

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

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

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

Signature:

Date:

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#### Compensation and Benefits

Name: Deivanai Ramanathan

**Designation:** Programmer Trainee

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

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

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

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

#### Leave & Vacation:

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

SI No	Category of Leave	No. of leave days  18  12	
1	Earned Leave		
2	Sick Leave		
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

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#### **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.

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between:

## Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_

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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
Deivanai Ramanathan, 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
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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

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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

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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

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

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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	Deivanai Ramanathan
Sign: Name:	Sign:

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNALGOS 008



### OFFER LETTER

OL-2021: 0484

Dear Sneha Raj,

#### Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of Associate Analyst with a consolidated pay of Rs. 4,17,849 /- p.a. (Rupees Four Lakhs Seventeen Thousand Eight Hundred and Forty Nine only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

#### Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your

#### Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

Non-Disclosure Agreement and Service Agreement

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining.

#### Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

Name: Sneha S

Rog. No: 1913311054036

class: 12 B.sc chemistry
(2021-2022)

Name of the 7

Inshipution: Ethirog college of

Women















RINCIPAL ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAL-500 008

CHENNA 900 008.



#### Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

#### **Working Hours**

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

#### **Background Check**

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

#### Joining Date

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,

Kamalahasan N

Head - HR















ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 008.

Name: SRUTHIA

Regno! 1913311032087

Dopt: 77M

Batch: 2019-2022

Goods and Services Tax Identification Number: 33NMEPS0092F1ZW

Legal Name

SRUTHIA

Trade Name, if any

SRI MARUTHI OPTICALS

Details of Proprietor

1



Name

SRUTHI A

Designation/Status

Proprietor

Resident of State

Tamil Nadu

S. Muggowsia

ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 008.

For SRI MARUTHI OPTICALS

Proprieto

FREPARTMEN FOR THEORY,
IDURISM AND TRAVEL MAN, EMENT.
ED FRAJ COLLEGE FOR THEN
(AUTONO)

T. Kauselye Kri



Ref: AIL/TN /Offer/2023/01 April 20 2023

Ms.Sowjanya G P Chennai

Dear Sowjanya,

Sub: Offer of Employment – "Telemarketing Executive" - DOVES VACATION"

With reference to your application and subsequent interview with us, we are glad to offer you employment in our organization, ANWAY INNOVENTURES LIMITED as "Telemarketing Executive - Doves Vacation"

Your Compensation (CTC) will be ₹2,16,000 per annum (Two lakks sixteen thousad only ). The total annual compensation is further allocated under various heads of components as contained in the Annexure to this letter.

Your date of commencement of employment with **Doves Vacations** shall be on or before 22<sup>nd</sup> April **23**.

You will be initially posted to work at **Doves Vacations (ANWAY INNOVENTURES LIMITED INITIATIVE) Chennai** Further, you may be transferred to any of DOVES VACATIONS Units located anywhere in India and/or you may be deputed to any of our associate anywhere in India. You will be on probation for a period of six months from the date of your joining. A detailed appointment order will be issued to you after joining duties with us.

At the time of joining, kindly provide following documents to our HR Department:

- a) Date of Birth Certificate / SSLC Marks Card (photo copy)
- b) Address Proof (Passport, Ration Card, Aadhar Card, Voter's ID Card or any other document authorized by the State or Central Governments) (photo copy)
- c) Last drawn salary slips (last 3 months), Form 16, and experience certificate/s
- d) Educational Certificates (photo copies)
- e) 6 (Six) Passport size color photographs
- f) PAN Card (photo copy)
- g) Relieving letter from your previous organization(s)

This offer is subject to your satisfactory reference checks and medical examination by the organization identified hospital (wherever applicable). If the reference checks and/or medical examination (wherever applicable) are not satisfactory, the organization has the right to withdraw this offer of employment forthwith.

As a token of acceptance of the above offer, you are requested to sign on the duplicate of this employment offer and send it to us.

We wish you the very best and hope to have a fruitful and mutually benefiting association with you.

Yours truly,

For ANWAY INNOVENTURES LIMITED

I accept the offer and wilk join on OF HISTORY.

TOURISM AND TRAVIL MANAGEMENT, ETHIRAJ COLLEGE FOR WOMEN

Name: Sowianya (n.P. Pagno: 1913311632035) Dept: 77M

Batch: 2019 - 2022

(AUTONOMOUS) CHENNAI-600008

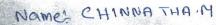
Mrs. Manasi Shah

Head-People Office ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAI-600 088

**Anway Innoventures Limited** 

Registered Office: B2,Killol Apartment, Off F C Road, PUNE-411 016 (Maharashtra-India) www.anwayinnoventures.com, www.anway.co.in Email: info@anwayinnoventures.com



Department: HISTORY

Batch : 2019-22

·Regno: 1913311020012





CHINNATHA

COLLEGE FOR WOMEN

CHENNAI-600 008

ASSOCIATE COUNSELL

Emp. Code: TGS/19 T. Kauselye

D.O.B: 14-06-2000

trem was S/258408 97898 A o: 118/813, 1st Floor, lizara Bonanza Building, Anna Salai, Chennai - 600002 andline No : 044 2855 2200 Mobile: 73037 50700 LEGE FOR WOMEN (AUTONOMOUS) CHENNAI-608-008 ETHIRAJ COLLEGE FOR WOMEN 7. Kauslye (AUTONOMOUS) CHENNAI-600 008 www.templetonglobal.in

info@templetonglobal.in

Name! Kanimozhi.v Ragnoi 1913311632015 Dept: TIN Bran-2019-202

HR Services Private Limited





Name

Kanimozhi

Employee No.: 14523

Designation : Front Office Executive

Deputed at : Sun TV Network Limited

#12/3, Malaviya Street, Ramnagar, Combatore - 641009 CHARLAND TRAVEL MANAGEMENT, Unique DA 22 - 4540000, 4540 (NITONOMOUS)
CHENNAL 600 008 17. Kawalya K

HIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAL 506

Batch: 2019-2022



	Compensation St	ket		
Employee Information				
Name	Kanimoshi	DOI	14 November 2022	
Designation	Front Office Executive	Location	Chennai	
Department	Admin	Deputed to	Sun TV Network Limited	
	Salary Components	PerManch	Fee Annum	
Basic Salary		13571	162852	
House Rent Allowance		6624	79488	
Conveyance		0.	0	
Medical Allowar	ice	Q	0	
3ift Voucher		0 %	0	
special Allowani		0	Q .	
	Gross Salary (A)	20195	242340	
	ntribution @ 12%	1629	19548	
	ontribution @ 3.25%	657	7884	
Medidaim		300	3600	
Variable		2083	74996	
	Total Employer Contribution (8)	4569	56028	
Cost to Company (CTC) = A+B		24864	298368	
imployer Adn	rin Charges (a) 1%	136	1632	
otal Cost to (	Company (CTC + Admin Charges)	25000	300000	
mployee PF Cor	itribution @ 12%	/ 1629	19548	
THE RESIDENCE AND PERSONS ASSESSED.	ntribution @ 0.75%	152	1824	
ofessional Tax		208	2496	
	Total Deductions (C)	1989	23868	
	Take Home Pay* (A-C)	18206	213472	

For Ontrack HR Services Pvt Ltd.

onotion.

Authorized Signatory

COMBATURE TO

I hereby accept the above mentioned

DEPARTMENT OF HISTORY,
TOURISM AND TRAVEL MANAGEMENT,
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)

SIEUGHENNAI-689 008

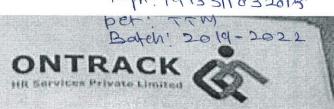
T. Kausslye Kur

Ref: 14523

No: 12/3, Ground Floor, Malavia Street, Ramnagar, Coimbatore - 641009, Tamil Nadu, INDIA www.ontrackhrs.com . Tel. 191432.4548000 - 20 CIN: U74999TZ2011PTC017138

ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAL-600 000

PRINCIPAL



You

Kanimozhi 63, Varadharajan Street, 1 Nagat Chennal, Tamil Nadu-600017

Dear Kanimozhi

DEPUTATION.

Further to your letter of employment, we are pleased to advice you that your services are being deputed to Sun TV Network Limited. Chennal with effect from 14 November 2022. The terms and conditions of your deputation will be as follows:

- You will, with effect from 14 November 2022, be required to work at our clients' office / premises at any
  of their locations.
- 2. During the tenure of the deputation, you will continue to be an employee of Ontrack.
- 3. You shall also abide by any training that may be offered to you by Sun TV Network Limited
- 4. You shall be bound to follow the working hours of Sun TV Network Limited.
- You shall take care not to disclose confidential information / trade secrets, etc that you may come across
  in the course of your responsibilities to anyone outside. And use such information only in connection with
  the service provided to Sun TV Network Limited
- 6. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort what oever against Sun TV Network Limited. This arrangement is purely a contractual agreement between Ontrack and Client for the time specified.
- 7 You shall not engage in any act subversive of discipline in the course of your duty/ duties in the property of Sun TV Network Limited or outside, and if you were at any time found indulging in such act / acts, we reserve the right to initiate disciplinary action as is deemed fit, against you.
- You shall be responsible for protecting property of Sun TV Network Limited entrusted to you in the due discharge of your duties and shall indemnify Sun TV Network Limited when there is a loss of any kind to the said property.
- 9. If you absent yourself without sanctioned leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice and your full and final settlement will not be processed.

All the other terms and conditions of your employment remain unchanged.

SER

Please sign the duplicate copy of this letter as a token of having read and acknowledge the Contents and return it to us.

For Ontrack HR Services Pvt Ltd

Malinn

**Authorized Signatory** 

DEPARTMENT OF HISTORY, I hereby accept the RIBWANDETH WARE TANAGEMENT, terms and condition RAJ COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600008

Signature

1. Kauselye Kin:

Ref: 14523

lo: 12/3, Ground Floor, Malavia Street, Ramnagar, Coimbatore - 641009, Tamil Nadu, INDIA www.ontrackhrs.com Tel: +91 422 4540000 - 20 CIN: U74999TZ2011PTC017138

PRINCIPAL

(AUTONOMOUS)

Name: Kanimoshi V

ONTRACK

To

Kanimozhi 63, Varadharajan Street, T Nagar Chennal, Tamil Nadu-600017

Dear Kanimozhi.

We are pleased to offer you employment in our organization as Front Office Executive for a fixed period of employment, on the following terms and conditions:

### FIXED TERM CONTRACT OF EMPLOYMENT

- 1. Your contract of employment shall be valid for a period from 14 November 2022 to 13 November 2023 notwithstanding this, in the event of the project / work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned project / work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in
- 2. Notwithstanding anything above, depending upon the aforementioned project / work, the company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
- 3. Your CTC per annum will be Rs. 298368/-
- 4. You will be entitled to an employer's contribution of Provident Fund to the extent of 12%.
- 5. You will be governed by the administrative rules of the company.
- 6. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
- This Contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of Ontrack family. As a new entrant, we would like you to whole - heartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

For Ontrack HR Services Pvt Ltd.

Authorized Signatory

I hereby accept the above mentioned F HISTORY RAVEL MANAGEMENT terms and conditions RALICO LEGE FOR WOMEN AUTONOMODIS)

Signature

Ref: 14523

No: 12/3, Ground Floor, Malavia Street, Ramnagar, Coimbatore - 641009, Tamil Nadu, INDIA www.ontrackhrs.com Tel: +91 422 4540000 - 20 CIN: U74999TZ2011PTC017138

PRINCIPAL

THEAT COLLEGE FOR MOMEN

CHENNAI-690 008



Name Pavithra. K Regno - 1913311020033 Department History Batch - 2019 - 2022

TO:

Ethiraj College, Ethiraj Salai, Egmore, Chennai. Tamil Nadu 600008

Dear Mam / Sir,

We Have Signed PAVITHRA.K As Our Company's Artist For Our YouTube channel "MARCH 24 MEDIA". As Of Now, She Has Acted In Ten Plus Videos That Have Been Posted On Channel. Apart From That, Pavitra Has Been Signed As The Main Heroine In Two Upcoming WEB SERIES. ACTING REHEARSALS Are In Progress. Thank you.

Sincerely,

KONSDON VEERA

Manager

PRINCIPAL ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAL SOU DOR

DEPARTMENT OF HISTORY, TOURISM AND TRAVEL MANAGEMENT, THIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008

**B1,AYYAPPA APARTMENTS** 2nd ELANGOVADIGAL STREET, CHOOLAIMEDU CHENNAI 600 094

EMAIL: KONSDONVEERACREATIONS@GMAIL PHONE: 9894239622



Staffing | Search & Selection | HR Solutions | Inhouse Services

Date:03-07-2023

Namel-vanlabruffull Rignol 1913311032067

Dopti 774 Batch - 2019 , 2022

**Welcome Note** 

#### Dear Ms. Vanlalruatpuii

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

- 1. Log in to Click Here
- 2. Call us Toll free 1800 420 9944
- 3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.

S. Balati lug.

**Authorized Signatory** 

Head - HRSSC

Balakrishnan S

DEPARTMENT OF HISTORY, TOURISM AND TRAVEL MANAGEMENT, HIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) T. Rausaly Kri

S. Muggowrea

PRINCIPAL ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAI-600 008

Registered Office: Randstad India Private Ltd Randstad House, Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,



Staffing | Search & Selection | HR Solutions | Inhouse Services

To, Ms. Vanlalruatpuii, Empcode -1631031

Date: 03-07-2023 Vanlabruat Prii 129no! 1913311032067 Dept: TTM Batch: 2019-2022

#### **FIXED TERM CONTRACT OF EMPLOYMENT**

We are pleased to appoint you in our organisation as CRO, for a fixed period of employment, on the following terms and conditions:

- 1. Your contract of employment shall be valid for a period of 1 year from 21-05-2023 to 20-05-2024. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
- 2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
- 3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.
- 4. Details of your salary break up with components is as per the Annexure 1.
- 5. Provident Fund will be remitted as per law, applicable from time to time. It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post
- 6. You will be covered under a Medical Insurance upto 100000 per annum and Group Accident Insurance Scheme of 200000 & Group Terms Life Insurance of 0. This policy will come into effect after 30 days of your joining the company.
- 7. You will be eligible for leave as per the clients company policy, during the period of your contract of employment.
- 8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
- 9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at PVH ARVIND FASHION PRIVATE LIMITED (BRAND TOMMY HILFIGER). Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
- 10. This contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.
- 11. At Randstad your privacy is important to us. By submitting your personal information, you have agreed and consented to Randstads processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

FEPARTMENT We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, which is a specific mental of the Randstad family. As a new entrant, we would like you to whole real teday MENT. (AUTONOMOUS)

S. Muggowsia (T. Kausly Kin

ETHIRAJ COLLEGE FOR WOMEN

Randstad House, Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,

(AUTONOMOUS) CHENNAI-600 008

Registered Office: Randstad India Private Ltd



Staffing | Search & Selection | HR Solutions | Inhouse Services

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Wishing you the very best! Yours truly,

For Randstad India Pvt Ltd.

S. Balati lug.

Authorized Signatory Balakrishnan S Head - HRSSC Name: Van Iabruat Puil Degno, 1913311632067 Dept: 77M Batch: 2019 - 2022

#### Acceptance:

I Vanlalruatpuii have read and hereby accept the above mentioned terms and conditions

Signature: 2422127

Date: 03-07-2023 14:16:53

S. Muggowie

PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
(ALITONOMOLIS)

(AUTONOMOUS) CHENNAL-600 008 DEPARTMENT OF HISTORY, TOURISM AND TRAVEL MANAGEMENT, ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600 008

T. Kausalye Kmi

# PRINCE SRIVARI SENIOR SECUNDARY SCHO

No.12, KANNAKI STREET, MADIPAKKAM, CHENNAI-91 MYA. NITHYA. C. Namer NITHYA. C. Regno: 2013312009010
Dept: HIS TORY - MA
Batch: 2020 - 2022

Madam,

We are glad to inform you that you have been appointed as a teacher in our school on a monthly salary of Rs . 22500 ... (Rupees ... Twenty .... two. .. thousand .. five hundred.....only) inclusive of all allowances for the academic year 2023-2024. The increment is applicable for this academic year only.

If you agree to this, please reply immediately.

Thanking you,

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600 008

DEPARTMENT OF HISTORY TOURISM AND TRAVEL LUCE ETHIRAJ COLLEGE FOR WUNIEN CHENNAI-600 008

Yours faithfully,

(Dr. K. VASUDEVAN)

CHAIRMAN PRINCE SRIVARI SENIOR SECONDARY COUNCIL 12, Kannaki Street, Madipax-Puzhuthivakkam, Chennal-600 ....