

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 4

June 1, 2022

Ms. Mahalakshmi Varsha V R
#177, Pattinathar street,
10th Main Road,
Mugappair East,
Chennai -37

Dear Mahalakshmi,

Further to our discussions, we are glad to engage you as Talent Acquisition Consultant (hereinafter referred to as "Consultant") with athenahealth Technology Private Limited.

The following terms & condition will govern your service with us:

1. Nature of appointment

You will act as a consultant at athenahealth Technology Pvt. Ltd (hereinafter referred to as "Company") on the following terms & conditions and Annexure A attached to this letter:

2. Period of engagement

You will render the consultancy services - with effect from **13th June 2022 till 12th Mar 2023** for a period of nine months and may continue services with us on extension or renewal of the contract for a further period as fixed by the Company


3. Fee

Company will pay a consultancy fee of **Rs.40,000 (Rupees Forty thousand Only)** per month in consideration of the consultancy services, on retainer basis to be rendered by you.

Company will deduct the applicable tax at source on the consultancy fee, as prescribed under the Income Tax Act, 1961 or any amendments thereto, and will duly provide the necessary tax deduction certificates to the Consultant as may be required under the law. The fee will be paid on the 7th day of the succeeding calendar month.

4. Leave

You will be entitled to 1 (One) day of privileged leave starting from the month of joining. You can avail the leave which should be planned ahead with prior approvals from your reporting manager. The unutilized privilege leave balance, at the end of consultancy services, will lapse and not be liable of encashment


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

Annexure A

THIS TERMS & CONDITIONS AND CONFIDENTIALITY AGREEMENT ("the Agreement") is entered into this
13th June 2022

BY AND BETWEEN

athenahealth Technology Private Limited, a company incorporated in accordance with the Companies Act, 1956 and having its registered office situated at "Block C, Floor 13, Global Infocity, Dr. MGR Road, Kandanchavadi, Perungudi, Chennai – 600 096", India (the "Company").

AND

Mahalakshmi Varsha V R, #177, Pattinathar street, 10th Main Road, Mugappair East, Chennai -37 .who is to serve as ("Consultant") of the Company. The Company and Consultant shall hereinafter jointly be referred to as the "Parties" and individually as the "Party".

WHEREAS

the Company is desirous of engaging the consultant in the post of Talent Acquisition Consultant (Coordinator) from the date of this Agreement and the consultant wishes to accept the same with the company, on the terms and subject to the conditions set forth in this agreement.

NOW THIS AGREEMENT WITNESSETH AS UNDER:

1. Hours of work

The consultant will be required to put in a minimum of 40 hours of work in a week in accordance with the Employee Handbook/Policy as may be framed by the company from time to time.

2. Place of work

2.1 The consultant will at present report to the **Bengaluru** office of the Company. The Company may, after giving the consultant reasonable notice, transfer or assign the consultant's services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or abroad.

2.2 The Company may also depute the consultant to any work or assign the consultant's services to any affiliate, associate company, branch office, joint venture, subsidiary or other companies, concerns, organizations or firms with whom the Company may make any such arrangement or agreement.

3. Duties and Services

3.1 Consultant's Duties. The consultant shall serve the Company in its business and shall otherwise perform in a timely and professional manner acceptable to the Company those tasks assigned to the consultant by the Company. In addition, consultant agrees to dedicate his/ her time and efforts

(d) Consultant's gross negligence, insubordination or material violation of any duty of loyalty to the Company or any other material misconduct on the part of consultant; or Consultant's commission of any act, which is detrimental to the Company's business or goodwill.

4.5 Return of the Company's Property. If the service is terminated for any of the foregoing reasons, the Company shall have the right, at its option, to require the consultant to vacate its offices prior to the effective date of termination and to cease all activities on the Company's behalf.

Upon the termination in any manner, consultant shall immediately surrender to the Company all lists, books and records of, business plans, corporate strategies, communication plans, automation plans, documentation records, reports, compilations, manuals related to operations of the Company, safety procedures, Engineering and other commercial aspects of the business, clientele list and other trade secrets of the Company, Associates, Affiliates and Principals or in connection with, the Company's business, and all other property belonging to the Company, it being distinctly understood that all such lists, books and records, and other documents, are the property of the Company. For the avoidance of any doubt, only upon the return of all Company owned property to a nominated Company representative will the Compensation Package or any part thereof or any other dues that the consultant has become entitled to prior to termination or removal, be paid to the consultant.

4.6 Waiver of the Company's Liability. Consultant recognizes that this retainership is subject to termination in accordance with this Section 9 and therefore consultant agrees that consultant shall bring no claim or cause of action against the Company on the grounds of wrongful termination of employment. Consultant agrees that the sole liability of the Company to the consultant upon termination of this agreement shall be the payment of the Compensation Package or any part thereof or any dues that the consultant has become entitled to prior to termination or removal.

5. Confidentiality and Secrecy

5.1 Company Confidential Information. Consultant agrees to always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to the consultant or confided in the consultant by any means and the consultant will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents, business plans, corporate strategies, communication plans, automation plans, documentation records, reports, compilations, technical and other commercial aspects of the business, clientele list and other trade secrets of the Company, or of any of its associates, affiliates, business partners, clients and/or principals and information only in a duly authorized manner and in the interest of the Company. The consultant shall act in due diligence not to divulge any client information or professional secrets of the Company. Infringement of this condition will render the consultant liable to summary dismissal and / or prosecution. The consultant shall not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and / or affiliates of the Company.

The Company and the consultant hereby acknowledge that the restrictions stated herein are reasonably necessary for the protection of the Company's / principal's / business partner's / associate's / client's legitimate proprietary interests and are a reasonable condition precedent to the consultant's employment by the Company.

7. Non-disclosure

7.1 Unless specifically permitted in writing by the Company, the consultant will not disclose, during his term and at any time after leaving the service of the Company, any information, knowledge or data (unless readily ascertainable from public information or sources, or required by law to be disclosed, or made public by the Company or any third parties, without consultant's participation) concerning the Company or any subsidiary or affiliate of the Company which the consultant has obtained or hereafter obtains during his term as consultant of the Company that relates to the business processes, trade secrets, business strategies and practices, methods, customers, machines, manufacturing

compositions, inventions, discoveries or any other confidential or proprietary matters concerning the respective businesses, products or work of the Company, or any subsidiary or affiliate of the Company. In the event of a conflict between this Section and the provision of any Company policy or procedure governing the use or disclosure of Protected Health Information, the provision of such policy or procedure shall govern with respect to the appropriate use or disclosure of Protected Health Information.

8. Injunctive Relief.

Notwithstanding the provisions contained in this Agreement to resolve disputes through Arbitration as provided under Section 15.1 of this Agreement, the consultant acknowledges that breach of any Confidential Information or Protected Health Information as provided in Section 5.2 above or disclosure of other information which, at law or in good faith or equity, ought to remain confidential will cause irreparable injury to the Company. Accordingly, the Company reserves its right to seek and obtain suitable injunctive reliefs and damages before the appropriate courts of law in India against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies, which may be available.

9. Inventions and Improvements

If, during the service with this Company, the consultant accomplishes or conceives any invention, creation, works or intellectual property in any other form as a result of the job duties, the proprietary rights to such invention, creation, works or intellectual property, including but not limited to patent, copyright, trade secrets and other related rights, shall be vested in the Company and the consultant shall claim no right or title to the same.

computer resource or diminishes the value or the utility of the function of the computer system or network through any means; or (viii) does anything which has the effect of adversely affecting the performance of a computer network or services.

12. Indemnity

The consultant shall fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms of this Agreement, or any fraud, misconduct or negligence on your part in the course of employment with the Company.

13. Assignment

The consultant will have no right to assign this Agreement or his/her obligations arising from the same to any person or entity for any reason whatsoever.

14. Background Check And Verification

The service engagement of the consultant is subject to satisfactory background check of the consultant's character, antecedents, testimonials and references. The appointment is also based on the details provided by the Consultant in his/ her resume and information provided by the consultant. If at any time, any information or detail given by the consultant is found incorrect or false; the consultant's services will be liable for termination without any notice, salary in lieu of notice or compensation.

15. Miscellaneous Provisions

15.1 Arbitration. In case of any dispute between the parties arising under this Agreement or in any manner connected to it shall be settled through Arbitration under Indian Arbitration and Conciliation Act, 1996 by the sole Arbitrator to be appointed by the Company. The place of arbitration shall be Chennai. The arbitration shall be conducted in English. The Arbitration award shall be final and binding upon the Parties.

15.2 Notices. Any notice, request or instructions permitted or required to be given hereunder by any party to the other shall be in writing and deemed sufficiently given if delivered personally, sent by registered or certified mail, postage prepaid, or sent by facsimile.

If to the Company

athenahealth Technology Private Limited
#9/1 SKAV Lavelle,
17th/18th/19th Floor
Residency Road,
Richmond Circle
Bengaluru – 560 001, Karnataka, India

If to the Consultant

Mahalakshmi Varsha V R
#177, Pattinathar street,
10th Main Road,
Mugappair East,
Chennai -37

15.12 Representations and Warranties. The Consultant hereby represents, warrants, and covenants as follows:

The Consultant has executed and delivered this Agreement as her free and voluntary act, after having determined that the provisions contained herein are of benefit to her, and that the duties and obligations imposed on his/her hereunder are fair and reasonable and will not prevent him/her from earning a comparable livelihood following the termination of his/ her service with the Company; and

The Consultant has read and fully understood the terms and conditions set forth herein, has had time to reflect on and consider the benefits and consequences of entering into this Agreement.

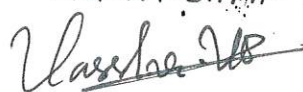
IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed and delivered as of the day and year first above written.

For athenahealth Technology Pvt. Ltd



Geeta Ramesh
Executive Director Talent

This is to certify that I have read and understood all the terms and conditions as mentioned above and I hereby accept and agree to abide by them:

Name in full : MAHALAKSHMI VARSHA . V. R
Signature : 
Address : 10/117, Patinathar Street, Mugappair East.
Date : Chennai
Place : 23/7/22



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(AUTONOMOUS)
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2

Offer: Computer Consultancy
Ref: TCSL/DT20218890743/Chennai
Date: 11/01/2022

Ms. Anandhi S
No.4,A-Block,Assisstant Commissioner Police QuartersValluvar Kottam High Road,
Nungambakkam,
Chennai-600034,
Tamilnadu.
Tel# 91-9840942863

Dear Anandhi S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

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

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TCSL/DT20218890743

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

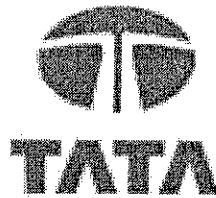
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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

S. Muralidharan
PRINCIPAL
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(AUTONOMOUS)
CHENNAI-600 008. 1



COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

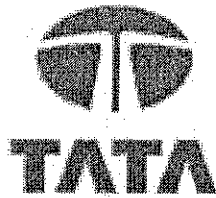
You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,456/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,800/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹1,900/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme

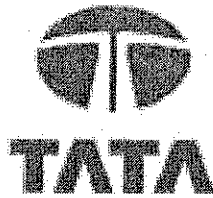
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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



2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

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TATA CONSULTANCY SERVICES

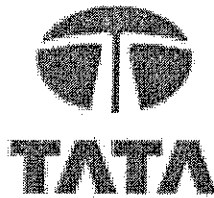
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 Website: www.tcs.com

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

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



TERMS AND CONDITIONS

1. Relevant Experience

No experience is considered to be relevant to TCSL's business

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

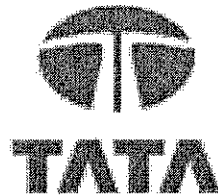
3. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

4. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If



your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

5. Working Hours

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

6. Mobility

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

7. Compensation Structure / Salary components

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

8. Increments and Promotions

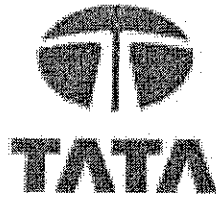
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

9. Alternative Occupation / Employment

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service



of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Confidentiality Agreement

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

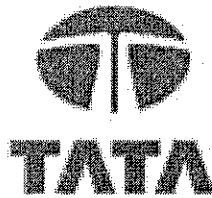
12. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

13. Overseas International Assignment Agreement

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

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



14. Terms and Conditions

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

15. TATA Code of Conduct

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

16. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

17. Retirement

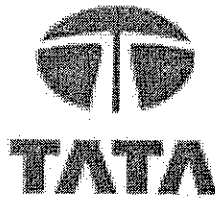
You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

18. Pre-employment Medical Certificate

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

19. Employment of Non Indian Citizens

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



20. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

21. Submission of Documents

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

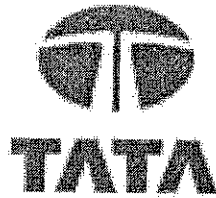
- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

22. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation



criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

23. Letter of Appointment

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

24. Rules and Regulations of the Company

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

25. Compliance to all clauses

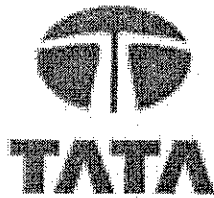
You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

26. Data Privacy Clause:

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI

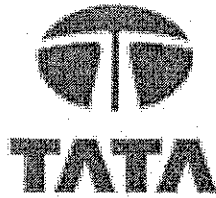


processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

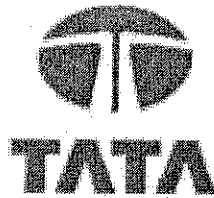
For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Anandhi S
Designation	Management Trainee
Institute Name	Ethiraj College For Women

Table 1: Compensation Details (All Components in INR)

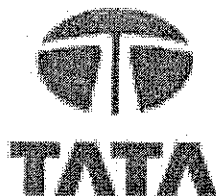
Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,206	3,02,472
2) Performance Pay		
Monthly Performance Pay	2,800	33,600
Quarterly Variable Allowance*	1,900	22,800
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	47,628	5,79,430

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

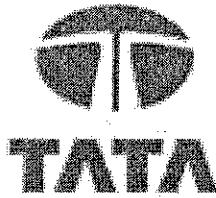
*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,456	2,09,472
GROSS BOUQUET OF BENEFITS	25,206	3,02,472



Annexure 2

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



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

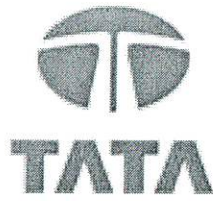
(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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


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



53, North Boag Road
Mandira Towers, 4th Floor,
4D, B Block, T Nagar,
Chennai-600017

Date: 17th June 2022

Dear Ms. PK. Shalini
37/17, Narayana Swamy Street,
Virugambakkam,
Chennai

Sub: Job Agreement for Sourcing Cum Finance Associate.

Teckost IT Services Pvt Ltd is pleased to engage you as a **Sourcing Cum Finance Associate**, subject to mutual agreement of the terms and conditions said herein.

Duration of Engagement:

This is a full-time engagement, and you need to dedicate full time to the work assigned by Teckost IT Services Pvt Ltd. However, job continuity is based on the performance of your work which will be measured at the end of the six months period as per the industry norms.

Scope of Engagement:

Your responsibilities will include the following.

1. PR process
2. Supplier Management
3. Sourcing Management
4. Purchase Order Creation.
5. Product Support
6. Client Invoicing and Payments.
7. Managing Office Expenses.

Work Locations:

You will be required to perform work from Teckost Chennai which is subject to change. In case of any change in client location, you shall be duly intimated regarding the same and you shall report at the new location accordingly. You are required to follow the office timings, holidays, policies, and dress code of the client establishment.

Consultancy Fee:


You will be paid a consolidated consulting fee of **INR. 3 Lacs Per Annum** all-inclusive and you shall not be paid any other allowances, conveyance, or incentives etc., in addition to this amount. However, we will be deducting 10% as TDS as per Government norms

You are required to submit an invoice for the preceding month on the 1st of every calendar month. Teckost will remit the amount after deduction of taxes as applicable within a period of fifteen days from the date of invoice.

All payments made to you shall be subject to **deduction of applicable taxes** as per prevailing laws from time to time.

Conduct & Behaviour:

You are required to ensure that you always maintain the highest degree of behavioural and ethical standards. Any such act that causes damage to the decorum, goodwill, or reputation of Teckost or the client shall lead to immediate severance of this consulting engagement.


PRINCIPAL
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(AUTONOMOUS)
CHENNAI-600 008.



53, North Boag Road
Mandira Towers, 4th Floor,
4D, B Block, T Nagar,
Chennai-600017

Confidentiality & Non-Disclosure:

You will be required to protect all the confidential information like proposals, Trade Secrets, Policies, Process Documents, Compensation details of client's employees, name of resource persons, details pertaining to clients, as well as Teckost's Clients and Teckost's intellectual property, proprietary methodology that you would get exposed to/access to as part of this engagement. You are required to enter into an exclusive confidentiality agreement with Teckost's Clients and Teckost in this regard. You are prohibited from publishing any information or photographs that depict the services rendered by you on behalf of Teckost's Clients and Teckost on any print, electronic and social/digital media including blogs. Further you are prohibited from publishing any content divulging confidential information pertaining to Teckost's Clients and Teckost and their clients on such media. You are prohibited from claiming Teckost's Clients and Teckost's clients as your own on any public domain. You are required to return all proprietary materials and soft copies that are in your possession to Teckost's Clients and Teckost at the time of completion of this assignment/severance of this engagement. You are not authorized to use.

Conflict of Interest & Non-Compete:

You shall not directly or indirectly undertake any employment/project/consulting/business of any nature that would compromise your performance of responsibilities as a full-time consultant with Teckost's Clients and Teckost.

You shall not solicit any consulting assignments from Teckost's Clients and Teckost's clients for a period of one year after the conclusion of your consulting assignment with Teckost's Clients and Teckost.

Travel:

Your consultancy entails travelling to Teckost's Clients and Teckost's branch offices, Government offices and other official events both within India and abroad as desired by Teckost's Clients and Teckost from time to time. Such travel is part and parcel of your official responsibilities, and no exceptions will be made in that regard.

Obligations:

It will be your obligation & duty to inform Teckost's Clients and Teckost management of any act of dishonesty & or action detrimental to the interest of Teckost's Clients and Teckost on the part of any person, which may come to your knowledge & if the same is not done, it will be considered as dereliction of duty. You shall keep Teckost's Clients and Teckost management informed of any change in your residential or civil status.

You shall ensure that Teckost's Clients and Teckost management is always kept informed and updated if any changes happen, of your correct and complete postal address for all communication purposes. Communication to the last known address as per the records available in the company shall be deemed to be adequate communication served upon you notwithstanding the fact that you had changed your address but failed to update.

Inducements:

You shall not accept directly or indirectly any presents, commission, or any kind of gratification in cash or kind from any person dealing with Teckost's Clients and Teckost and if you are offered any by anybody, the same should be brought to the notice of Teckost's Clients and Teckost management.

Intellectual Property:

It is a condition of this consulting engagement that Teckost's Clients and Teckost is the owner of all copyright and all other intellectual property rights of whatever nature in work, policies, and other projects incorporating intellectual property, papers, worksheet, logs, reports, emails, documents, records, or any other materials, which are created or developed by you during your employment. Without limiting to the above, the company will own all intellectual property rights on any design, improvement, suggestions, contribution that you have conceived or made during the tenure and course of employment with the company, by using the resources, facilities or confidential information of the company or its clients.



53, North Boag Road
Mandira Towers, 4th Floor,
4D, B Block, T Nagar,
Chennai-600017

To the extent that, by law, you do not have any legal or equitable interest in any work, including any policies, processes, frameworks, model, databases, documents, artwork, film, or sound recording created or developed pursuant to your consultancy with the Company, you hereby irrevocably and unconditionally assign to Teckost 's Clients and Teckost all intellectual property rights including copyright, in all such works.

You shall return to Teckost 's Clients and Teckost, any such material or intellectual property, at the request of the company, at any time during the term of your consultancy with the company/client or upon termination of your consulting assignment.

Company & Client's Property:

You will always maintain in good condition properties that may be provided to you by Teckost 's Clients and Teckost for official use. On termination of your consultancy for whatever reason, you will be required to return to the company all property, documents and papers in your possession failing which the cost of the same will be recovered from you by Teckost 's Clients and Teckost and legal action will also be initiated as required.

In the process of returning the property of the company, if any damage is noticed, Teckost 's Clients and Teckost is at liberty to demand appropriate cost/amount from any of the payments due to you, to make good the loss.

Relationship

Your association with Teckost 's Clients and Teckost is purely on a temporary basis and nothing in this letter shall be deemed to create a relationship of employment between you and Teckost 's Clients and Teckost.

Governing Law & Jurisdiction:

These terms of your consultancy will be governed by and construed in accordance with the applicable Laws for the time being in force, in India. It is mutually agreed that any dispute, whatsoever between you and the management will be subject to jurisdiction of court of Tamil Nādu located at Chennai, be it civil court or labour court or tribunal or any other court or authority of any nature.

Acceptance of Terms:

You may please sign and return a copy of this letter to us as a token of acceptance of the terms said herein within 1 day from this date and we need you to be onboarded on or before 20th June 2022. Extension of joining date must be mutually agreed between us.

Thank You
For Teckost IT Services Pvt Ltd

Name: Somasundaram. T
Designation: Director

I agree and accept all the terms and conditions mentioned herein and assure that I will abide by all of them.

Name: Ms. PK.Shalini.



53, North Boag Road
Mandira Towers, 4th Floor,
4D, B Block, T Nagar,
Chennai-600017

TECKOST IT SERVICES PVT LTD

Date: 19.10.2022

Shalini PK

37/17, Narayana Swamy Street,
Virugambakkam,
Chennai - 600092

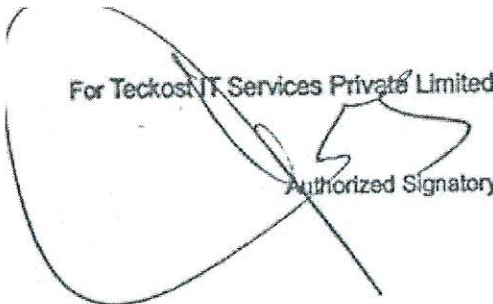
Sub: Relieving Letter

This is to certify that Ms. Shalini Pk worked with Teckost IT services Pvt Ltd from 20th June 2022 to 30th September 2022. Her last designation of the day from the organisation was Sourcing cum Finance Associate.

In reference to her resignation date 1st September 2022, she has completed her clearance formalities, and has been relieved of all responsibilities with effect from the closing hours of 30th September 2022.

We wish her all the luck in her future endeavours.

For Teckost IT Services Private Limited
Authorized Signatory



Authorized signatory

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



Dear B. Princy

We are pleased to inform you that you have been appointed for the position of Training Manager at FCS MASS TECH LIMITED., India. The terms of employment have been attached with this letter. It would be required of you to join us by 2nd September, 2022.

We look forward to hearing from you on this subject.

Yours sincerely,

A. Vijay

FCS MASS TECH
4, Sivaraj 1st Street
Pozhal,
Chennai 600066
Phone/Fax: 5586673
E-mail: hr@fcsmass.com ; sales@transteck.com

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

FCS MassTech
46, Sivaraj 1st Cross Street, Kannadapalayam, Pozhal, Chennai – 600066.
Tel: +914426591319; Tel/Fax: +914426591619. Mobile : 9444464728, 9790859831
Branches : Coimbatore, Tiruppur. GST No.: 33AAAPU8891K2Z1
E-mail: fcsmass@gmail.co ; sales@transteck.co.in; URL: www.transteck.co.in
Bank Details: Indian Bank, A/c No. 722745727, Branch : Redhills, IFSC : IDIB000R016.
ICICI Bank , Anna Nagar (West) Br., A/C No. 039505004169, IFSC : ICIC0000395



OFFER LETTER

Dear Suveth Sushmitha Sen C,

We are pleased to inform you that you have been appointed for the position of Training Manager at **FCS MASS TECH LIMITED.,** India. The terms of employment have been attached with this letter. It would be required of you to join us by 2nd July, 2022.

We look forward to hearing from you on this subject.

Yours sincerely,

FCS MASS TECH

4, Sivaraj 1st Street
Pozhal,

Chennai 600066

Phone; Fax: 5586673

mail: info@fcsmass.com

A. Vijay
2/07/2022

S. Murugesan

PRINCIPAL

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

FCS MasTech

46, Sivaraj 1st Cross Street, Kannadapalayam, Pozhal, Chennai – 600066.

Tel: +914426591319; Tel/Fax: +914426591619. Mobile : 9444464728, 9790859831

Branches : Coimbatore, Tiruppur. GST No.: 33AAAPU8891K2Z1

E-mail: fcsmass@gmail.com ; sales@transteck.co.in; URL: www.transteck.co.in

Bank Details: Indian Bank, A/c No. 722745727, Branch : Redhills, IFSC : IDIB000R016.

ICICI Bank , Anna Nagar (West) Br., A/C No. 039505004169, IFSC : ICIC0000395



14

7

Ele5 Solutions Private Limited.
2nd Floor, Olympia Square, Water Works
Road, Thiru-vi-ka Industrial Estate, Guindy,
Chennai 600032

29-Jul-2022

Ms. Rajeswari K,
No.46/D PTC Quarters, 4th Cross Street,
Thoraipakkam, Chennai-97

Dear Rajeswari K,

We are happy to welcome you to Element5 family.

Based on our discussion, we are pleased to offer you the position of **Associate Product Owner**. The CTC (Cost to Company) offered to you will be **Rs. 350,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Element5 is AI/RPA based Healthcare Automation Company. In our endeavor to achieve and exceed our goals, we look for professionals like you who would partner the further growth of the Organization. Our work environment encourages people to fulfill their career and professional aspirations in tandem with the organizational goals. We are confident that with your skills, competencies, and capabilities you would be an invaluable addition to the team.

Please confirm your acceptance by duly signing the duplicate copy of this letter. We will appreciate you joining our company on **August 1, 2022** at our office located in Chennai.

Yours Sincerely,
For Ele5 Solutions Private Limited

Anupama Narayan
Head- Human Resource



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

Annexure 1

BOUQUET OF BENEFITS:

Cost to Company

Your annual CTC will be **Rs. 350,000/- per annum**. Your CTC will be revised after the performance appraisal which will be done on work anniversary (effective date given as Appraisal date in Annexure 2) as per the company policy. The appraisal date will change based on the actual joining date based on if it's before or after 25th day of the month as per the company policy.

Performance Incentive

You will be eligible to receive the benefits up to the maximum amount mentioned in Annexure 2 under Performance Incentive. Performance Incentive would be paid at the closure of the year from the date of your joining based on your performance during that year. Incentives are applicable only if the candidate is working full time and is not in notice period for the duration for which the performance is evaluated during the year.

Probation

You will be on probation for 3 months. After satisfactory completion of your probation, you will be confirmed as an employee of the Company.

Reference Checks and Background Verification

Your employment with Element5 is contingent upon the satisfactory background checks and/or reference checks conducted. The background check will be performed by a third-party vendor. The background check will verify items such as employment history, education, and other information based on the data furnished by you. Element5 reserves the right to rescind any offer made to you depending on the result of the reference checks. All the decisions, taken in this regard, are solely at the discretion of the management of the Company and are final and binding, without any further plea thereof. Element5 also always reserves the right to carry out a detailed background check, either at time of joining the employment or during your employment depending upon the Company's business requirements if any. If Element5 finds that you made a material misrepresentation, your offer of employment and this Agreement will be rescinded and will be null and void.

Medical Insurance

You will be eligible for the Basic Health Insurance cover up to Rs. 3,00,000/- under the Company's health insurance policy. The annual premium will be borne by the Company for the Employee in full and partially for the dependents. 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 Medical Insurance.



Leave and other Benefit

Employees are provided with the opportunity to take 12 paid leave every year accrued at the rate of 1 leave per month and Privilege leave of 6 days will be credited soon after completion of 12 months with the company. Except for emergencies and medical reasons all leaves will be granted only on 3 days prior notice and approval by your managers. Sick Leaves can be availed by employees for only medical emergencies pertaining to health, and they are unlimited.

Special Reimbursement – Flexi Benefit

As part of special reimbursement, you are eligible to reimburse bills (in your name) which is a tax-free component. Special Reimbursement can be availed up to Rs.5000/- per month as per reimbursement policy.

PF, Gratuity, Statutory Bonus

PF and ESIC will be calculated as per PF and ESI Act. Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act.



S. Muzumdar

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

01.08.2022

To,Logapriya S
28/47, RE Apartments,
Raju Street, West Mambalam,
Chennai 600033

Dear Ms Logapriya,

Subject : Appointment as Accountant

We are pleased to advise that we are offering you the position with our company effective from 3rd August 2022 (Wednesday) under the following terms and conditions

1. **Salary** : Your salary will commence at Rs 20,000/- per month
2. **Probationary Period** : Your appointment will be subject to a probationary period of 3 months. Any leave taken during this period will lead to loss of pay.
3. **Office Hours** : The work hours will be from 9 am to 5.30 pm on Monday-Friday.

For Excelforte Software (India) Pvt Ltd

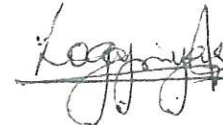
FOR EXCELFORTE SOFTWARE (INDIA) PVT. LTD.
N. Srividya
Director

N Srividya

Director



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



Logapriya S

NUNGAMBAKKAM BAZAAR POSTOFFICE FRANCHISE



PROVISIONAL OFFER LETTER

31st oct 2022

Valarmathy M

169,Valluvarkottam High Road,

Nungambakkam,Chennai-34

Email:valarmathy.mahendraprabu@gmail.com

Mobile number:7358487259

Dear Valarmathy,

Sub: Offer of appointment as 'Assistant account executive'

Welcome to the family of postal department .we are pleased to offer you the position of assistant account executive. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

We would like you to begin employment with us on **1st November 2022** at Chennai. Your cost-to-company(CTC) will be 3,00,000 per annum and will include all benefits extended by the organization including incentives.

Please sign and return a copy of the letter of offer as confirmation of your acceptance .

With warm regards

I accept the offer condition

M. P.

signature: *Valarmathy.M*

Mahendra Prabu M

Name: *Valarmathy.M*

Proprietor

Date: *02/11/22*

169,Valluvarkottam High Road ,Nungambakkam,Chennai-600034

Contact Number-9841775298,Email Id:mprabhu1962@gmail.com

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

Date: 12 Sep 2022


Name: Ms Babisree K
Trainee ID: TR10433447
Old no.185 new no 4/2
mettu street ayanavaram
chennai-23 600023

Dear Ms Babisree K

Course Registration Letter

We are pleased to engage you as a Trainee Deputed at BankBazaar.com subject to the following terms and Conditions:

1. The period of training shall be 3 Years with start date 12 Sep 2022 and end date 11 Sep 2025 and the same shall not be entitled for any further extension.
2. It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period. As a Trainee undergoing Training in an establishment you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to or in relation to you and your On Job Training shall be solely governed by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM) Regulations, 2013.
3. During the course of this training programme you would be going through online session on the followings:
 - a. Communication Skills
 - b. Personality Development and
 - c. Computer Skills
4. During the tenure of your On Job Training you shall abide by the provisions and regulations from time to time as intimated to you by us and / or the establishment wherein you will undergo On Job Training including but not limited to all matters of conduct, discipline and safety.
5. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. You shall maintain a record of the details of your On Job Training during your On Job Training period.
7. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - ii. Neither engage in any conduct which is detrimental to the interest of TeamLease Skills University nor receive any payments of any nature directly or indirectly unless agreed to by TeamLease Skills University Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.
 - iii. Report and be present at the designated location during the On Job Training Hours mentioned herein and abide by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013.
 - iv. Comply with the safety, health and other rules and regulations of TeamLease University that you have been made aware of.
8. Either party may terminate this Course Registration Letter by issuing 30 days' notice in writing or payment thereof.


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TEAMLEASE EDUCATION FOUNDATION ,CIN No: U80903KA2011NPL130127

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

Campus: ITC Building, ITI Campus, Tarsali, Vadodara – 390 009, Gujarat | Ph: 265-3309100/ Toll free no :1800 2338578

Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

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

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.


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Campus: ITC Building, ITI Campus, Tarsali, Vadodara – 390 009, Gujarat | Ph: 265-3309100/ Toll free no :1800 2338578



ATLANTIC ALCHEMY PRIVATE LIMITED

(A GLOBAL RECRUITMENT COMPANY)

CIN: U74900TN2020PTC139912

Letter of Offer

REF NO: AAPL/HR/1222/0002

27-Dec-2022

ANUSHA M

44/102, Guruvappa Street, Chintadripet, Chennai -600002.

Dear Anusha,

We are pleased to offer you the position of "Talent Recruiter" in our company based at 19, LIC Colony, Thiruneermalai Road, Pammal, Chennai – 600075.

Your immediate supervisor will be **Banumathi Jayaraj**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual Net Salary of **Rs. 2,16,000/-**.
- **Incentive:** As per the prevailing company scheme.

Please respond to this email indicating your acceptance to join. Your Appointment Letter will be issued on the date of joining which is 23-Jan-2023. The joining formalities and induction will be carried out in our office.

Please submit the following documents at the time of your joining: (1) photocopies of your degree certificates, (2) Other certifications, if any, (3) experience/ relieving letters if any (4) Three color passport-size photos, (5) latest salary slip if applicable (6) ID Proof and (7) proof of address.

We look forward to welcome you aboard.

Sincerely,

Banumathi Jayaraj

Director,

ATLANTIC ALCHEMY PRIVATE LIMITED


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(AUTONOMOUS)
CHENNAI-600 008.

REF/APP

DATE: 02.05.2022

Miss.KEERTHANA M
NO.4, Anna Street
Mathi nagar, Katpadi
Vellore- 632 007.

Dear Mr Thangavel M

APPOINTMENT ORDER

With reference to your application and the subsequent interview, we are pleased to appoint you in our organization as "HR - EXECUTIVE" on the following terms and conditions with effect from your date of Joining.

1.0 Compensation

- 1.1 Your compensation on Cost to Company (CTC) basis, as mutually agreed, is attached to this appointment letter as Annexure I. The aforesaid CTC is subject to applicable taxes and statutory deductions that may prevail from time to time.
- 1.2 The compensation details are strictly confidential between the company and yourself and therefore you shall at all times maintain confidentiality with respect to your compensation.
- 1.3 Your compensation package will be reviewed periodically depending upon your performance, company performance, business environment and company policy & guidelines on compensation & benefits prevailing from time to time.

2.0 Joining Date

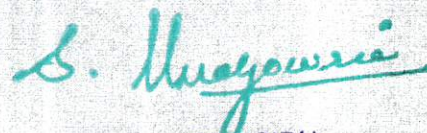
- 2.1 Your joining of joining to duty is 02.05.2022

3.0 Place of Posting & Reporting

- 3.1 Your place of posting will be at B.B.K Leathers Private Limited – Unit III, 43, Sipcot Industrial Complex, Ranipet-632403 and you will report to Mr.Jayakumar Dharmaraj (Senior Manager HR) & Mr.Badhri Narayanan (Senior Manager Admin)

4.0 Transfer or Deputation

- 4.1 You may be required and bound to work on transfer or deputation in any other concern in which the management has any interest or in any other branch/subsidiary of the company any where in India currently in existence or to be set up in future.



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CHENNAI-600 008

5.0 Probation, Confirmation & Notice Period

- 5.1 You will be on probation for the period of six months from the date of joining. Your performance will be reviewed during the probation period. Your confirmation of service will be based on your successful completion of probationary period. If your services are not found satisfactorily, you may be terminated or extended your probationary period as decided by the management.
- 5.2 During the probationary period, your appointment may be terminated by either side by giving one month's notice or salary in lieu thereof. However in case of resigning from the services of the company, you will be released upon the sole discretion of the management after serving the notice period as required for business needs.
- 5.3 After confirmation of your service, either party may terminate this contract of employment by giving four months' notice or salary in lieu thereof.

6.0 Confidentiality & Professional Ethics

- 6.1 During the period of your employment with us even thereafter, you will not divulge to any unauthorized person, organization or agency, confidential or sensitive or any information which may be specific to the interest of the organization, company's internal information and its various business and operational details and technical know-how, financial records, commercial / business plan, which come in to your knowledge and you may have access to relating to the affairs of the company. Indulgence in such activity shall render you liable for termination and or legal action as deemed appropriate by the management at any point of time.
- 6.2 You are required to deal with the Company's money, materials and documents with utmost honesty. If at any time you are found of moral turpitude or of any dishonesty in dealing with the Company's money, materials and documents, you shall render yourself liable for termination without any notice or payment in lieu thereof.
- 6.3 Your appointment in the company is full time and you shall devote yourself exclusively to the business of the company. You will not engage yourself in any other gain full employment or business (part - time or full - time) as long as you are employed in the company. Any action contrary to this shall render your services liable for termination without any notice or payment in lieu thereof.
- 6.4 If any declaration given or information furnished by you to the company are found to be false or if you are found to have willfully suppressed any material information at any point of time during your services are liable to be terminated immediately without any notice or payment in lieu thereof.

7.0 Medical Fitness

7.1 This appointment shall be subject to your being found and certified physically and mentally fit. Further you are required to maintain yourself in a state of medical fitness (physical & mental). In case at any particular point of time you are found medically unfit during your services, the Company will be liable for termination without any notice or payment in lieu thereof.

8.0 Social Status

8.1 You are required to intimate in writing to Management any change in your status with respect to residence, family members, social status etc with in one week from the date of such change taking place.

9.0 Retirement

9.1 You shall retire from the services of the company on attaining the age of 58 years on the basis of the age submitted by you, subject to your being medically and mentally fit.

10.0 General Conditions

10.1 You will be governed by leave policy of the company. Gratuity, Provident Fund will be applicable as per the Enactments applicable to the company.

10.2 You will be governed at all times by the policies, procedures, Rules and Regulations for disciplinary matters of the company applicable in force and as amended from time to time and you have to abide for the same.

10.3 While on driving Two Wheeler / Four Wheeler vehicles, you have to strictly adopt the safety rules in wearing Helmets for Two Wheeler and Seat belts in case of four wheeler. Violating this rule will be viewed seriously by the management.

10.4 You have to submit the following acceptable/valid documents at the time of joining to duty in our organization.

- A. Photo copies of the certificates in support of your educational and technical qualifications and work experience.
- B. Photo copy of document in proof of your date of birth.
- C. Relieving certificate from your previous employer if applicable.
- D. Photo copy of PAN card, Aadhaar Card, Passport & Driving license (if applicable)
- E. Any disputes arising out of this contract would be settled in the court of law under Ranipet jurisdiction.

...4...

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

We heartily welcome you again to our BBK & Ram Leathers family and trust your association with us would be a long and meaningful one.

Thanking you

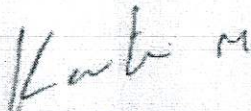
Yours faithfully,

for B.B.K LEATHERS (P) LTD



Authorized Signatory

I have read the above terms and conditions and accept this appointment order



(KEERTHANA M)

Signature of the Employee



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

UYARCHI

18

13

08 July, 2022

Ref:IN/07/2022-FN/6021


Ms Manju Karthika,
No: 35/18, South Fort Street,
Virudhachalam, Cuddalore
Tamilnadu-606001

Dear Ms Manju Karthika,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Uyarchi Solutions for the role of **Executive-HR**. This letter to confirm that we are pleased to appoint you in this role on following terms:

- I. Your designation would be **Executive-HR**.
- II. You will undergo a probation period for 4 months from your date of joining. During this period, you will be paid a stipend of Rs 15000/- per month.
- III. On completion of the probation period, your annual compensation package would stand revised to **Rs 1,80,000/-**.
- IV. Your joining date has been finalized as **July 13, 2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

You are requested to report on or before **July 13, 2022** (Kindly fix an appointment before coming) to one of our senior associates at 9:00 AM to complete the joining formalities at Uyarchi Solutions, First Floor – New no 5, Alwarpet Street, Alwarpet, Chennai -600018, Tel: 7305489130. At the time of joining, you are requested to submit the copies of the documents as per Annexure-A.


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Uyarchi Solutions Private Limited

New No. 5, Alwarpet St, Alwarpet, Chennai - 600 018.
www.uyarchi.com | info@uyarchi.com | 044 - 4231 0942

UYARCHI

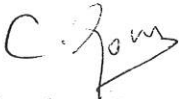
Your appointment will be governed by the terms and conditions of employment presented in Annexure A. You will also be governed by the other rules and regulations in vogue and those that may change from time to time.

Kindly note that the above terms are subject to change at our discretion. Based on the acceptance of this letter, a detailed appointment letter with the terms and conditions of employment will be issued to you.


Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria. Please do not hesitate to contact us (Email: uyarchisolutions@gmail.com) for information you may need.

We look forward to having a long and fruitful relationship with you at Uyarchi Solutions, wish you all the best.

Yours sincerely,
For Uyarchi Solutions Private Limited,



Goutham.C.
Chief Strategist



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CHENNAI-600 008.

Uyarchi Solutions Private Limited

New No. 5, Alwarpet St, Alwarpet, Chennai - 600 018.
www.uyarchi.com | info@uyarchi.com | 044 - 4231 0942



IRIS KPO Resourcing (India) Pvt Ltd
5th Floor, Pettipati Plaza
77 Nungambakkam High Road
Chennai, India 600034

T: +91 44 2821 1582
www.iris.co.uk/products/iris-resourcing

I-HR-OL-KV-22-268

September 14, 2022

16
RF.

Ms. Maheswari S
19th Cross Street,
Venkateshwara Nagar,
Ramapuram,
Chennai - 600089

Dear Ms. Maheswari S

Further to our selection process, we are pleased to appoint you as "HR Trainee" on the following terms and conditions:

1. Your initial place of posting will be at Chennai.
2. You will be on a Probation period of **Six Months** from the date of Joining, which can be extended at the discretion of the Management. No leave will be given during your probation period.
3. You are expected to join on or before **September 14, 2022**.
4. Your annual CTC is **Rs. 250,000/-**. The detailed break up is provided in Annexure I. You will be eligible for Employees Provident Fund Scheme (EPF Act).
5. Appropriate Income Tax will be applied on salary and benefits. The information about your compensation is personal and strictly confidential.
6. Notice Period - In case of Resignation, it is 3 months. The terms and conditions on notice period will be provided in the Appointment Letter.
7. The original appointment letter will be issued on date of joining.
8. Acceptance to this offer is a legal contract. IRIS Resourcing reserves the right to demand 'one month of Notice pay' in case of 'Not Joining' the company on the agreed date, failing which will attract legal proceedings.

Please sign and return a copy of this provisional offer letter as a token of acceptance, which will get registered as a legal document.

We look forward to your joining **IRIS KPO Resourcing (India) Pvt. Ltd.**

Sincerely,

Kavitha V

General Manager – Human Resources

Declaration:

I have read and understood the above provisional offer letter and hereby accept the same.

Signature of Candidate: _____

Date: _____

Please bring copies of the following testimonials/certificates at the time of reporting:

- a). Photocopy of your Certificates and Mark Sheets in support of your Educational Qualification.
- b). Relieving Letter from your previous employer & last drawn Pay slip.
- c). Appointment order of previous company / companies
- d). 5 passport size color photographs.
- e). Copy of photo identity & Address. (AADHAR, PAN, Passport)

Place:

PRINCIPAL

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CHENNAI-600 008.

Annexure I

I-HR-OL-KV-22-268

IRIS KPO Resourcing (I) Pvt Ltd

Name: Maheswari S

DOJ:

Sep 14, 2022

Designation: HR Trainee

Emp.No:

-

SI.No	Description	Salary Structure	
		Monthly	Annual
1	Basic	10,500	126,000
2	HRA	4,167	50,004
3	Conveyance Allowance	3,843	46,116
	Gross	18,510	222,120
4	Company's contribution to EPF (@12% of EPF Wages or Min. Con Rs. 1800)	1,721	20,652
5	Company's Contribution to the ESI (@3.25% on Gross Wages, If Gross Sal. <= 21000)	602	7,224
	Roundup		4
	Monthly Compensation	20,833	
	Annual Cost to Company		250,000

You will be entitled to "Gratuity" amount of 15 days Basic Salary for every completed years of service, subject to a minimum service period of 5 years.

Received on
Sep 14, 2022


Kavitha-V

General Manager – Human Resources


PRINCIPAL
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(AUTONOMOUS)
CHENNAI-600 008.

Date: 01-07-2022

Letter of Appointment

To,

Ms. VARSHA M
Chennai

Dear Ms. VARSHA M

We have pleasure in appointing you as "EXECUTIVE TA", effective **01/07/2022**, on the following terms and conditions:

1. You will be paid a monthly take home salary of **Rs.18000/-** Statutory deductions like ESI (if Applicable), PF, and Professional Tax will be made from the below-mentioned CTC.
2. Your reporting and responsibilities will be advised to you by your Departmental Head or any person nominated by him/her.
3. It is expected that you will discharge your assigned responsibilities with high standard of performance, quality, integrity, and discipline
4. You will be placed at client office "**AGS HEALTH PVT LTD**". However, your services are transferable to any Section/Department, Location, Office, Associate or Sister Concern or Subsidiary at any place in India or abroad, whether existing today or which may come up in future, at any time at the sole discretion of Management. In such case, you will be governed by the terms and conditions of the services applicable to new placement/location.
5. **Probation/Confirmation:** You will be on a Probation period for the **Six Months** from your date of joining. Based on your satisfactory performance as referred in Annexure 'B', your service will be confirmed with the company in writing after six months. This may also be extended for further six months solely at the discretion of the management. During the probation period your service can be terminated with immediate effect by **GTS Facility Management Services Pvt Ltd** without citing any reason whatsoever and one-month notice period to be given in case you decide to leave. Any leave availed by you during your probation period would be leave without pay. In case, however, you decide to leave during probation period you will have to handover the charge to the person nominated by Management, before your dues are settled.
6. During the probationary period or after confirmation of your services, the appointment or your services may be terminated on either side by giving 1 months' notice or salary in lieu thereof.


PRINCIPAL

ETHIRAJ COLLEGE FOR WOMEN

7. Upon termination of employment, you will also return all company property, which may be in your possession. It would be obligatory on your part to get a proper relieving letter from the Management before your services are deemed to be concluded.
8. You shall, while in the services of the company, devote your full time and attention exclusively for the Company's work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.
9. You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof, and service rules of the Company as in force and/or amendment from time to time.
10. You shall automatically retire from the services of the company on attaining the age of 58 years.
11. Your appointment is subject to your being medically sound and remaining medically fit.
12. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

You are requested to sign this letter, signifying your acceptance of the same, for our records.

Yours Faithfully,

For GtS Facility Management Services Pvt Ltd

Received & Accepted,



Authorized Signatory



Signature of the Candidate


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



ANNEXURE – 'B'

SALARY STRUCTURE

ENROLLMENT NO :
NAME : Ms. VARSHA
DESIGNATION : EXECUTIVE TA
DATE OF JOINING : 01/07/2022
LOCATION: AGS HEALTH PVT LTD
UNIT : CHENNAI
EMPLOYEMENT STATUS : PROBATION

SALARY HEADS	MONTHLY	ANNUAL
Basic & DA	15000	180000
HRA	5160	61920
Conveyance	0	0
Special Allowance	0	0
Monthly Gross Salary	20160	241920
Deductions		
PF @ 12% on Basic & DA	1800	21600
ESI @.75%	151	1812
Professional Tax	208	2496
Total Deductions	2159	25908
Take Home	18000	216012
Employer Contribution		
PF @ 13%	1950	23400
ESI @3.25%/Mediclaime	655	7860
Total CTC	22765	273180

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

01/07/2022

Ms. Tamilarasi R

Dear Ms. Tamilarasi R

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

The position we are offering you is that of Associate with remuneration agreed during the interview process. Your working hours will be from 10AM to 6PM from Monday to Saturday.

Benefits and terms of the Employment


- Casual Leave of 1 day per Month without carry forward
- In case of Resignation, the employee must serve the notice minimum of 1 Month Period
- The Employer retains the right to terminate the employee without any Prior notice.

We would like you to start work on 01/07/2022 at Ranipet. Please report to Srinivasan Murali.


Please sign the enclosed copy of this letter and return it to me by 01/07/2022 to indicate your acceptance of this offer.

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

Sincerely,


Srinivasan Murali
Numeral Consulting




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



LARSEN & TOUBRO

Larsen & Toubro Limited,
Construction
Buildings & Factories
P. B. No. 979, Mount Poonamallee Road,
Manapakkam,
Chennai - 600 089, INDIA
Tel : +91-44-2252 6000, 2252 8000
Fax : +91-44-2259 7288
www.Lntecc.com

In reply please quote: B&F IC/HR-HQ/ET-2022- 23-11
August 20, 2022

Ms. Sindhujha Rajendran

Discipline: Master of Business Administration - HR

Institute: Ethiraj College for Women, Chennai

Address: No.55, Kamarajar St, Walajapet, Vellore - 632513.

Dear Madam,

Sub: Appointment as HR Trainee

With reference to the interview you had with us, we are pleased to inform you that you have been selected as **HR TRAINEE** on the following terms and conditions, subject to your passing the examination with 60% marks in FIRST attempt and being found medically fit by our Company's Doctor.

1. The Training will be for a period of two years with effect from the date you report for training.
2. During the course of your training period, you will carry out all directions and instructions issued to you by the company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the company at its discretion and you may be required to work, as part of your training, in any of the Departments / Offices / Projects of the company and/or its associates/subsidiary companies.
3. You will be paid a consolidated stipend during training as follows:


PARTICULARS	TRAINING (1 st Year)		TRAINING (2 nd Year)	
	Office Based (per month)	Project Based (per month)	Office Based (per month)	Project Based (per month)
STIPEND (Consolidated)	Rs. 25000	Rs. 25000	Rs. 30000	Rs. 30000

4. You will not be eligible for any allowances or other benefits except those, which are specifically mentioned below, nor shall the period of training be reckoned as service.
 - i. As a benevolent gesture and to enthuse you to get all-round benefits from the training, we offer to cover you under the Employees' Provident Fund and Miscellaneous Provisions Act and Workmen Compensation Act.

Page 1 of 3

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Buildings & Factories is a brand of Larsen & Toubro Limited


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

Ms. Sindhujha Rajendran

10. Please write and confirm the date on which you expect to join duty. On the date of your reporting for duty, please bring with you the following documents in 'original' for verification, and a set of photocopies of the same for our records:
- S.S.C (10th Std) Certificate and Mark sheet – In Original
 - H.S.C (12th Std) Certificate and Mark sheet – In Original
 - Mark sheets of Degree (Under Graduation), of all the semesters / years.
 - Degree Certificate – In Original
 - Course Completion Certificate from college – In Original
 - Proof of age- either S.S.C or school leaving certificate.
 - Four copies each of your recent colour photographs in passport size and stamp size.
 - Your local address.
 - Experience certificate (if applicable)
 - The name of your Bank and Account number where the salary has to be credited
 - The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited); and
 - A self-certified copy of your PAN card & Aadhar Card

Please note that salary payment will not take place until items j, k and l are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

**Yours faithfully,
for LARSEN & TOUBRO LIMITED**



**(J.KABILAN)
HEAD – HUMAN RESOURCES
BUILDINGS & FACTORIES IC**

I have read the above contents and accept the same


(SIGNATURE)

I will join duty on 5/9/2022

rr18 rev:03


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(AUTONOMOUS)
CHENNAI-600 008.

Date: 01-07-2022

Letter of Appointment

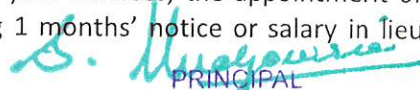
To,

Ms. YAMINI G
Chennai

Dear Ms. YAMINI G

We have pleasure in appointing you as “EXECUTIVE TA”, effective **01/07/2022**, on the following terms and conditions:

1. You will be paid a monthly take home salary of **Rs.18000/-** Statutory deductions like ESI (if Applicable), PF, and Professional Tax will be made from the below-mentioned CTC.
2. Your reporting and responsibilities will be advised to you by your Departmental Head or any person nominated by him/her.
3. It is expected that you will discharge your assigned responsibilities with high standard of performance, quality, integrity, and discipline
4. You will be placed at client office “**AGS HEALTH PVT LTD**”. However, your services are transferable to any Section/Department, Location, Office, Associate or Sister Concern or Subsidiary at any place in India or abroad, whether existing today or which may come up in future, at any time at the sole discretion of Management. In such case, you will be governed by the terms and conditions of the services applicable to new placement/location.
5. **Probation/Confirmation:** You will be on a Probation period for the **Six Months** from your date of joining. Based on your satisfactory performance as referred in Annexure ‘B’, your service will be confirmed with the company in writing after six months. This may also be extended for further six months solely at the discretion of the management. During the probation period your service can be terminated with immediate effect by **GTS Facility Management Services Pvt Ltd** without citing any reason whatsoever and one-month notice period to be given in case you decide to leave. Any leave availed by you during your probation period would be leave without pay. In case, however, you decide to leave during probation period you will have to handover the charge to the person nominated by Management, before your dues are settled.
6. During the probationary period or after confirmation of your services, the appointment or your services may be terminated on either side by giving 1 months’ notice or salary in lieu thereof.


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(AUTONOMOUS)
CHENNAI-600-008

7. Upon termination of employment, you will also return all company property, which may be in your possession. It would be obligatory on your part to get a proper relieving letter from the Management before your services are deemed to be concluded.
8. You shall, while in the services of the company, devote your full time and attention exclusively for the Company's work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.
9. You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof, and service rules of the Company as in force and/or amendment from time to time.
10. You shall automatically retire from the services of the company on attaining the age of 58 years.
11. Your appointment is subject to your being medically sound and remaining medically fit.
12. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

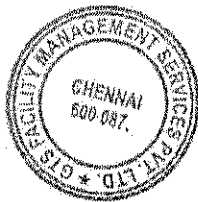
You are requested to sign this letter, signifying your acceptance of the same, for our records.

Yours Faithfully,
For GtS Facility Management Services Pvt Ltd

Received & Accepted,



Authorised Signatory



Signature of the Candidate



ANNEXURE – 'B'

SALARY STRUCTURE

ENROLLMENT NO :
NAME : Ms. YAMINI G
DESIGNATION : EXECUTIVE TA
DATE OF JOINING : 01/07/2022
LOCATION: AGS HEALTH PVT LTD
UNIT : CHENNAI
EMPLOYEMENT STATUS : PROBATION

SALARY HEADS	MONTHLY	ANNUAL
Basic & DA	15000	180000
HRA	5160	61920
Conveyance	0	0
Special Allowance	0	0
Monthly Gross Salary	20160	241920
Deductions		
PF @ 12% on Basic & DA	1800	21600
ESI @.75%	151	1812
Professional Tax	208	2496
Total Deductions	2159	25908
Take Home	18000	216012
Employer Contribution		
PF @ 13%	1950	23400
ESI @3.25%/Mediclaime	655	7860
Total CTC	22765	273180


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CHENNAI-600 008.



5th August 2022

Surekha S

+91 7397458599

Surekhasuresh1999@gmail.com

Dear Surekha,

We are pleased to confirm our offer for the position of **Senior Accounting Associate** with NSM Services Private Limited (the "Company"). Your work location will be **Chennai**, India. NSM Services Private Limited is a wholly owned subsidiary of Mr. Cooper Group Inc., head quartered in Dallas, Texas. Mr. Cooper Group Inc. is an industry-leading mortgage services provider, including servicing, originations, and digital real estate solutions.

Your compensation in this position will be **INR 3,39,000/-** per annum excluding benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund) and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – Group Term Life (GTL), Group Personal Accident (GPA) and Group Mediclaim Coverage (GMC), Gratuity, etc. Details of the benefits are available in the offer annexure.

Other terms and conditions:

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasized that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.

Registered Office:

NSM Services Private Limited

Block 7, 11th Floor, DLF IT SEZ Park,
1/124 Shivaji Gardens, Manapakkam,
Chennai - 600089, Tamil Nadu, India
Phone No. 044-4631 7127
CIN: U72200TN2015PTC101740
www.mrcooper.com, Secretary@mrcooper.com

Branch Office:

NSM Services Private Limited

Block No. 2, 3rd Floor, North Wing,
Bhartiya Centre of Information Technology,
Milestone Buildcon SEZ, Bhartiya City,
Thanisandra Main Road,
Bengaluru - 560064, Karnataka, India
Phone No. 044-7181 0901

PRINCIPAL

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

3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.
4. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would be presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) month's notice or payment in lieu of notice.
5. Notwithstanding anything stated above, upon your confirmation, the Company will reserve the right to terminate your appointment at any time by giving 2 (two) month notice or payment in lieu of notice. In case you desire to leave the service of the company at any time, you are required to give 2 (two) month prior notice. Your resignation will be effective when the Company accepts the same. You shall not have the option to withdraw your resignation after it is accepted.
6. You are required to be compliant with the policies of NSM Services Private Limited at all times, which will be shared with you at the time of joining.

This offer is not intended to create a contract of employment for an indefinite period of time and is valid until **6th August 2022**. Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be **8th August 2022**, subject to successful completion of verification of your records, and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case may be, should the results of your background verification be negative.

Registered Office:

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Phone No. 044-4631 7127

CIN: U72200TN2015PTC101740

www.mrcooper.com, Secretary@mrcooper.com

Branch Office:

NSM Services Private Limited

Block No. 2, 3rd Floor, North Wing,
Bhartiya Centre of Information Technology,
Milestone Buildcon SEZ, Bhartiya City,
Thanisandra Main Road,
Bengaluru - 560064, Karnataka, India
Phone No. 044-7181 0901

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

At the time of reporting for duty, please furnish the documents

- Proof of Age (Birth certificate / School leaving certificate)
- Academic certificates. (10th,+2, Graduation)
- Experience Certificate / Relieving Letter / Copy of resignation letter from your previous employments
- Form 16 / Tax Sheet from your previous employer
- Copy of PAN card and Passport/Aadhaar/voter's ID/Driving license
- PF Details, if you wish to transfer your PF
- Any merit / technical certificates and Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start in this position on or before **8th August 2022**. I look forward to your decision soon. Please note that in the event that we do not receive your acceptance of this offer on or before **6th August 2022**, this offer shall be automatically be deemed as cancelled without notice and cease to be effective.

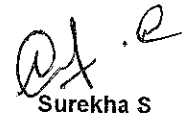
Sincerely,

For NSM Services Private Limited



Arati Mohanram
Vice President – People Org, India Center

I, Surekha S accept the above offer and would be joining on or before **8th August 2022**.



Surekha S

Registered Office:

NSM Services Private Limited

Block 7, 11th Floor, DLF IT SEZ Park,
1/124 Shivaji Gardens, Manapakkam,
Chennai - 600089, Tamil Nadu, India
Phone No. 044-4631 7127

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www.mrcooper.com, Secretary@mrcooper.com

Branch Office:

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Phone No. 044-7181 0901

ANNEXURE – SALARY BREAK UP

Name : Surekha S
Designation : Senior Accounting Associate

Particulars	Compensation Per Month (In ₹)	Compensation Per Annum (In ₹)
Basic	15,538	186,456
HRA	7,769	93,228
Special Allowance	3,143	37,716
Gross Salary	26,450	317,400
PF Company's Contribution	1,800	21,600
Total Compensation	28,250	339,000
Shift Allowance		
Additional Benefits		Benefits Value
Medical Insurance		500,000
Group Term Life Insurance		4 times of Annual Total Compensation
Group Personal Accident Insurance		4 times of Annual Total Compensation
Gratuity		As per Payment of Gratuity Act, 1972 read along with Company policy

Special Allowance: Special Allowance includes an optional Flexible Benefit Plan (FBP). You can choose from a basket of allowances such as Driver Salary, Petrol, Fuel & Vehicle Repair & Maintenance, Telephone, Broadband, Books and Periodicals, Food Coupons, LTA (all these components have individual limits), as part of your tax planning. These FBP components are reimbursed on submission of appropriate bills. Balance of unallocated special allowance will be taxable and paid in actual.

Provident Fund: The current PF contribution is Rs.1800/- per month. If you wish to increase this contribution to 12% of your basic pay, you may do so and inform to HR of the same. Please note this choice may change your FBP eligibility limits.

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NSM Services Private Limited

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Milestone Buildcon SEZ, Bhartiya City,
Thanisandra Main Road,
Bengaluru - 560064, Karnataka, India
Phone No. 044-7181 0901

Additional Benefits:

Medical Insurance: Insurance coverage for employee, dependent parents, spouse and up to 2 children on a floater basis.

Group Term Life Insurance: Coverage of 4 times of Annual Total Compensation in case of natural death.

Group Personal Accident Insurance: Coverage of 4 times of Annual Total Compensation in case of death due to accident. Also covers permanent total and partial disability and temporary disability of the employee.

For NSM Services Private Limited



Arati Mohanram
Vice President - People Org, India Center

Registered Office:

NSM Services Private Limited

Block 7, 11th Floor, DLF IT SEZ Park,
1/124 Shivaji Gardens, Manapakkam,
Chennai - 600089, Tamil Nadu, India
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Milestone Buildcon SEZ, Bhartiya City,
Thanisandra Main Road,
Bengaluru - 560064, Karnataka, India
Phone No. 044-7181 0901

EMPLOYEE CODE	: 352553	PAN NUMBER	: PZIPS6883M	
EMPLOYEE NAME	: Surekha S	PF ACCOUNT NUMBER	: TBTAM14560530000012551	
DOJ	: 08/08/2022	UAN	: 101864301800	
DESIGNATION	: Senior Accounting Associate	ESI NO.	:	
DEPARTMENT	: Accounting	PAID DAYS	: 30.00	
BRANCH	: Chennai	LOP DAYS	: 0.00	
BANK NAME	: HDFC Bank	ACCOUNT NO.	: 50100349334884	
EARNINGS	ACTUAL	EARNED	DEDUCTIONS	AMOUNT
BASIC	15538.00	15538.00	PROVIDENT FUND	1800.00
HOUSE RENT ALLOWANCE	7769.00	7769.00	PT	208.00
SPECIAL ALLOWANCE	3143.00	3143.00		
GROSS EARNINGS	26450.00	26450.00	GROSS DEDUCTIONS	2008.00
NET PAY : 24442.00				
IN WORDS : RUPEES TWENTY FOUR THOUSAND FOUR HUNDRED FORTY TWO ONLY				

* This is a computer generated payslip,hience no signature is required.

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

18/10/2022

Ms. A. Niveditha,
No. 27, Thiruvalluvar Street, Kennedy Square,
Thiru. Vi. Ka. Nagar, Perambur,
Chennai - 600011.

TNQ

22

Dear Niveditha,

This has reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "**Trainee-Copyediting**" on the following terms and conditions:

Your Cost-To-Company (CTC) will be **Rs. 246,520/-** (Rupees Two Lakhs Forty Six Thousand Five Hundred and Twenty only) per annum, as per the break up provided in Annexure-A.

1. You will be in training for a period of six months from the date of joining. During the period of training, you will be evaluated continuously through a series of evaluation tests, both written and oral. This system is an elaborate testing process, which will reflect your ability to perform on the job assigned, and this information will be shared with you by your Trainers throughout your training schedule. In case you are not able to meet our expectations and criteria during training, your services will be terminated immediately without any notice and without assigning any reason.
2. After your training period, you will then further be on probation for a period of six months from the date of ending your training period. Your probation period will either get extended or services will be terminated if your performance is found to be falling short of expectations.
3. All statutory deductions such as PF, ESI, Professional Tax, etc. will be deducted from your salary. Likewise, income-tax will also be deducted at source, wherever applicable, as per the existing norms. And the responsibility of declaration of tax-saving measures to the employer rests with you.
4. You will abide by the terms of appointment and other rules, regulations and service conditions of the company that are in force from time to time.
5. You shall devote your full time and attention to the duties assigned by the company, and shall not engage yourself directly or indirectly for any other person, firm or company in any capacity during your employment with us.

TNQ Books and Journals Private Limited

Plot No 4/197, Dr. Vikram Sarabhai Instronic Estate-Phase II, Kottivakkam, Thiruvanmiyur, Chennai 600 041 INDIA

P +91 44 4596 4800 F +91 44.4596 4899 www.tnq.co.in

CIN : U22122TN1999PTC042550

PRINCIPAL

ETHIRAJ COLLEGE FOR WOMEN A.

(AUTONOMOUS)

CHENNAI-600 008.



6. You shall diligently and faithfully carry out the instructions given to you by your seniors and improve and further the business and interest of the company. You shall not indulge in any activities, which are detrimental to the interests of the company.

a. You will be working in any of the following four work-timings:

(1) 0615 hours to 1345 hours / (2) 0900 hours to 1730 hours / (3) 1345 hours to 2115 hours / (4) 2115 hours to 0600 hours

You will be working during these work-hours on a weekly rotational basis — for example, if you are working in Shift-(1) during a particular week (Monday through Saturday), you will be working in Shift-(3) during the following week, and so on.

Please also note that Shift-(2) will be extended to you on an exceptional basis, based on TNQ's exigencies and not on your requirement.

You need to work only for 5 days (Monday through Friday) if you work on Shift-(4), and Saturday will be a holiday.

7. You shall not directly or indirectly disclose, divulge or make public, while you are employed by us or thereafter, any of our technical and other important information which might come to your knowledge during your employment with us.
8. You shall communicate to the company any change in your address as well as personal status. All communications sent to you in the normal course to the address given by you shall be deemed to have been received by you.
9. On termination of your appointment you will return to the company all the properties of the company in your possession, including all correspondence.

10. NDA (Non-Disclosure Agreement) and IPR (Intellectual Property Rights)

- a. TNQ has a code of conduct, confidentiality, non-disclosure and non-compete agreements, primarily to address working standards and business interests. You should observe strict secrecy respecting all transactions of the Company, its trade secrets, its business strategy, its business ideas, names of its customers, clients, vendors, employees etc., and its state of accounts.

TNQ Books and Journals Private Limited

Plot No 4/197, Dr.Vikram Sarabhai Instronic Estate-Phase II, Kottivakkam, Thiruvanimiyur, Chennai 600 041 INDIA

P +91 44 4596 4800 F +91 44 4596 4899 www.tnq.co.in

CIN : U22122TN1999PTC042550

A. Q. J.



b. Any product created and / or service rendered during the course of your employment, including but not limited to any intellectual property in relation thereto, will be for and on behalf of the Company, and shall solely and exclusively belong to the Company.

11. TNQ does not engage in bribery or any form of unethical inducement or payment including facilitation payments and 'kickbacks'. You are required to avoid any activities that might lead to, or suggest a conflict with this principle and raise concerns about any instance of malpractice at the earliest possible stage and fully comply with our Anti-Corruption — Anti-Bribery Policy.

12. The age of retirement is 58 years.

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

Yours sincerely,

Shubha Kasivisweswaran
Senior Vice President — Human Resources

I have read the above terms and conditions / the above terms and conditions have been read over and explained to me. I have understood them and I hereby accept the appointment on the said terms and conditions and will commence work at TNQ Books and Journals Private Limited on 10.11.22

(Signature of the employee)

TNQ Books and Journals Private Limited

Plot No 4/197, Dr.Vikram Sarabhai Instronic Estate-Phase II, Kottivakkam, Thiruvanmiyur, Chennai 600 041 INDIA

P +91 44 4596 4800 F +91 44 4596 4899 www.tnq.co.in

CIN : U22122TN1999PTC042550

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

REF: IMG\EMP\OL\08202222

22nd August, 2022

Ms. Sadhana Ramesh
No:69A, KVN Puram 1st Street,
Kilpauk Garden Road,
Chennai – 600010.

Subject: OFFER LETTER / SERVICE AGREEMENT

On behalf of **IMAGE CREATIVE EDUCATION PVT LTD**, We are very pleased to issue this offer letter for the position of "**Accounts Executive**", at **Chennai**. This offer is subject to your acceptance to terms and conditions of the employment agreements referenced below

TERMS AND CONDITIONS

1. Start Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on **22nd August, 2022** (the "Start Date"). Your starting salary will be **Rs. 300,000/- (Rupees Three Lakhs Only)** as indicated in Annexure - A, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, including payments for any overtime.

In addition, you will be reimbursed business related expenses in accordance with relevant company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties. The reimbursement amounts are subject to an on-going review and are dependent on the way IMAGE CREATIVE EDUCATION PVT LTD. chooses to administer compensation.

2. Your initial place of work will be at **Chennai**. However, your services are transferable, and you may be assigned to any location in India or abroad where the Company or any one of its associates or customers, conduct business. While on transfer you will be governed by the rules, regulations and conditions of services of that location.
3. You will follow the weekly working schedule as per the company's policy. Each shift spreads across 10 hours a day (including one hour of Break & Lunch time). You will be expected to attend office except while travelling on business, as assigned to you by your superiors and as per applicable laws in force
4. To build strong team IMAGE CREATIVE EDUCATION PVT LTD as a policy expects new staff to serve minimum 18 months of continuous service (Service Agreement). Hence by signing this offer, the staff commits 18 months of service from the date of joining
5. You will be on probation for Twelve (12) months from the date of joining, which may be extended by the Management at its discretion. At the end of the Probation period, your services with the company would be confirmed subject to your performance meeting the requisite standards. During the probation period, employee may terminate this employment agreement by giving three (3) months of notice for the non Academic Employee Like Marketing / Administration / Finance / Human Resource / Systems and for the employees with the responsibilities of Teaching / Training / Academic / R & D are required to give notice such that they can leave only at the end of academic year in the manner referred to the clause 6 and at its sole discretion to enforce the notice period. In cases of gross misconduct / Non-

IMAGE CREATIVE EDUCATION PVT LTD

35/67 (Old No: 35 / New No: 67), T.T.K Road, Alwarpet, Chennai - 600 018.

www.image.edu.in


PRINCIPAL

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



Creative Education

conflict of interest between IMAGE CREATIVE EDUCATION PVT LTD and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

12. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline would subject you to disciplinary action as per the Company policies.
13. Upon separation from the Company, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.
14. Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force, including and up to termination. In the event of termination by Management on account of breach of disciplinary policy, the Management will not be liable to pay notice pay.
15. All other terms and conditions of employment will be governed by Company policies as stated from time to time.
16. If these terms and conditions are acceptable to you
17.
 - (a) Please sign and return the duplicate of this Offer Letter on or before **August 22nd, 2022**
 - (b) Report for duty at the Company (address mentioned in Annexure A) not later **August 22nd, 2022** failing which, this offer of appointment stands automatically withdrawn without any further notice to you.

The terms of this offer are intended to be kept strictly confidential.

You hereby acknowledge that your appointment as "**Accounts Executive**" in the Company is subject to a regulatory / background check to be conducted by the Company. In the event of regulatory / background check being found negative, as determined by the Company at its sole discretion, it shall be entitled to terminate your services from the Company with immediate effect.

We welcome you and wish you every success in your career with IMAGE CREATIVE EDUCATION PVT LTD!

With Warm Regards,

IMAGE CREATIVE EDUCATION PRIVATE LIMITED

K Kumar
Founder & CEO

Encl: Annexure A: Compensation & Benefits Structure
Encl: Annexure B: Documents required at the time of joining

IMAGE CREATIVE EDUCATION PVT LTD

#61/32, T.T.K Road, Alwarpet, Chennai - 600 018.

www.image.edu.in

Annexure B

You are requested to meet **Ms. Nirmala** at the address mentioned below on **August 22nd, 2022**
@9: 30 AM

IMAGE INFOTAINMENT LIMITED,
35/67,3rd Floor, T.T.K.Road,
Alwarpet, Chennai – 600018.

DOCUMENTS REQUIRED AT THE TIME OF JOINING

Please bring with you the following documents on the day you join.

The documents marked with „*“ is mandatory to be carried on day 1 of joining.

1. 2nos Passport Sized Photographs
2. Photocopy of Photo ID Proof
 - a. Indian Citizen: Pan card* and Aadhar card *, Passport Copy , Driving License & Voter ID
 - b. Non-Indian Citizen: Passport Copy*, Indian Pan Card*,OCI /PIO* and Job Visa
3. Photocopy of Address Proofs
 - a. Permanent Address Proof (Any one): Aadhar card /Passport copy /Driving License / Voter ID/ Sale deed
 - b. Present Address Proof (Any one): Rental agreement / Utility bill / Aadhar card / Passport copy / Driving License / Voter ID / Society letter in original, stamped and signed by Secretary or Chairman / Bank statement
4. Photocopy of Academic Certificates
 - a. 10th & 12th Mark sheets*
 - b. Convocation certificate of highest qualification Bachelor's, Post-Graduation & Diploma (if any)*
 - c. All semester mark sheets of Bachelor's, Post-Graduation & Diploma (if any)
5. Photocopy of Previous Employment Documents
 - a. Last month's salary slip from the immediate last employer*
 - b. Resignation Acceptance Mail of the immediate last employer (If Experience Letter has not yet been given by the employer)*
 - c. Experience Letter/Relieving Letter of last 3 companies worked*
6. Government Documents
 - a. PF: Previous employer issued UAN number
 - b. ESIC: Previous employer issued ESIC number
7. Bank Details
Canceled Cheque Leaf* or copy of Bank Passbook* or Bank Statement

IMAGE CREATIVE EDUCATION PVT LTD

#61/32, T.T.K Road, Alwarpet, Chennai - 600 018.

www.image.edu.in

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

Ramya Lakshmi R
2020-2022



24.

STRICTLY PERSONAL AND CONFIDENTIAL

17 July 2022

Ramya Lakshmi R
Chennai
Chennai
Chennai

Hello Ramya,

Further to your recent discussions with our recruitment team, we are delighted to offer you the position of Sr. Officer at Standard Chartered Global Business Services Private Limited ("the Company"), initially based at our office located at Chennai, India. This position is graded as 9A-Band 9 A

We would like you to commence your employment as soon as possible so wish to propose a start date of 16 August 2022 (this would also be the date of your commencement of continuous service, hereinafter referred to as "Commencement Date").

Total Reward: Please refer to the Annexure 1 attached for a detailed break-up of the proposed Total Employment Cost (TEC).

[If your joining date is on or after 1 October you will not be eligible for any bonus or increment in the immediate subsequent pay review cycle]

Key Benefits:

Medical Insurance:

Annual coverage of INR 750,000 (Family floater) for self, spouse and children less than 21 years of age who would be updated on the system post joining.


Leave:

Employees are eligible for 21 days of privilege leave which will be prorated for employees joining or leaving during the year. Sick leave is need based and hence does not have a specific entitlement. In the first full calendar year of employment, and in each subsequent year, ten continuous days of block leave has to be taken, excluding weekends, where up to two of these days can be public holidays.

All the pay and benefits summarised above will be subject to conditions which will be set out in detail in your subsequent contract of employment (which will supersede the content of this offer letter) and/or the policy and plan documents referred to in the same.

Confidentiality

This letter of Offer and its terms and conditions is strictly private and confidential. You are required to observe and maintain confidentiality.


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Conditions of Offer

You warrant that by accepting this offer and subsequently entering into the contract of employment with the Company or performing any obligations under it, you will not be in breach of any other agreement, obligation or undertaking. You also warrant that you hold all internal and external qualifications, accreditations, certifications and regulatory approvals necessary for you to carry out your role. It is a condition of this offer and your employment with the Company that you continue at all times to hold or obtain all such qualifications, accreditations, certifications and regulatory approvals (both internal and external) and that you immediately notify the Company if you cease to hold them.

This offer and the subsequent employment contract are conditional and subject to you satisfying the Company's pre-employment verification checks (including criminal record checks and references that are satisfactory to the Company); You agree that, where required by any relevant regulator, government body or law, you may be subject to credit, financial and criminal background checks at any time during your Employment.

This offer and the subsequent employment contract are also conditional upon and subject to the Company's receipt prior to the Commencement Date of satisfactory original evidence of your right to work in India. If you do not comply with this condition, the Company reserves the right to withdraw this offer of employment and the employment contract will have no legal effect. If at any time after acceptance of this offer and during your employment with the Company you are unable to comply with this condition, you shall immediately notify the Company.

Please confirm your acceptance or rejection of this offer by selecting either "Accept" or "Refuse" option below, through our online portal. Following acceptance of your offer you will receive a copy of the employment contract setting out the full terms and conditions of your employment which we will also require you to agree by signing in duplicate as required before the Commencement Date. Congratulations on your offer and we look forward to you joining the Company.

Yours sincerely,

For Standard Chartered Global Business Services Private Limited



Arun Prasad
Resourcing Relationship Manager - GBS

Attachments

• Lakshmi R, Ramya.pdf

Offer electronically accepted by: Lakshmi R, Ramya
Offer electronically accepted on: Jul 18, 2022 9:49 AM
Offer electronically accepted from: 49.205.82.25

Total Employment Cost (TEC) Break-Up

Base Salary (Le., 40% of Annual TEC)	132,000	11,000
HRA / Housing* (Le., 50% of Annual Basic Salary)	66,000	5,500
Employer PF (Le., 12% of Annual Basic Salary)	21,600	1,800
Employer Gratuity (Le., 4.81% of Annual Basic Salary)	6,349	529
ESI - Employer contribution (Le., 3.25% of Annual Gross Salary)*	0	0
Special Allowance	104,051	8,671
Total Employment Cost (TEC)	330,000	27,500
ESI - Employee contribution (Le., 0.75% of Annual Gross Salary)*	0	0
PF - Employee contribution (Le., 12% of Annual Basic Salary)	21,600	1,800
PRE TAX NET SALARY (Less Employer PF, Employee PF, Employer Gratuity, Employer ESI & Employee ESI)	280,451	23,371

***Note:**

- ESI contributions will be applicable only for employees whose Gross Salary is less than INR 21000 PM.
 Gross Annual Salary = Basic Salary + HRA + Special Allowance - allocation towards reimbursement
 † Above Break-up is computed with an assumption that you have not opted for any of the below reimbursement declaration.

Staff can use Special Allowance to either plan taxes or avail benefits, as per IT provision of Govt. of India. Special Allowance can be availed either as Allowances (subject to applicable tax) and/or Reimbursement (as per limits defined by the policy). It includes LTA, Telephone expenses, Children's education and professional pursuit, and is subject to change based on Income Tax provisions/company policy.

Variable : 11,000


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 CHENNAI-600 008.



Oil and Natural Gas Corporation Limited

Southern Sector, R&P Section, HR-ER Dept,

CMDA Tower 1, 8th floor, East wing,

No.1, Gandhi Irwin Road,

Egmore, Chennai – 600 008

Ph: 044 – 2857 3842

Divya-114

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ONGC/CHN/APPR.TRG.V/2022-2023

Date: 18.07.2022

Offer for Apprenticeship training

Mr./Ms. Divya P has been selected for “Apprenticeship Training” in the trade Accounts Executive under the provision of Apprentices Act, 1961 and he/she is advised to report to CGM(D) – Head SDC, ONGC, CMDA Tower – II, 8th Floor, No.1 Gandhi Irwin Road, Egmore, Chennai -600008, for Apprenticeship Training on 25.07.2022 at 1030 am prior to joining.

The ‘Apprenticeship training’ will commence from 25.07.2022 subject to actual joining on this date. The duration of training shall be for a period of twelve (12) months and will come to an end on 24.07.2023 automatically. He/she will be paid stipend @ Rs.9000/- month during the period of training.

You shall confirm your acceptance by replying to this e-mail on or before 20.07.2022

The Apprenticeship Training will have the following terms and conditions:

1	You will be required to enter into a contract of Apprenticeship with ONGC as provided under Apprentices Act,1961
2.	This apprenticeship is covered as per the provisions laid down in The Apprentices Act, 1961 as amended in 1973, 1986 and 2014 respectively.
3.	You shall be required to: a) Learn the trade conscientiously and diligently and endeavor to qualify yourself before expiry of the period of apprenticeship; b) Attend practical and instructional classes regularly; c) Carry out all lawful orders of superiors in the establishment; and d) Carry out obligations under the contract of apprenticeship.
4.	It will be obligatory on the part of the Apprentice to work wherever he/she is directed to work/posted
5.	You shall be required to work during regular office hours and shall not be required to work beyond or work overtime.
6	You shall have to make your own arrangements for boarding and lodging and travel to and from office. ONGC shall not provide any such facility.
7.	You shall be entitled to following types of leave during tenure of apprenticeship: a) Closed holidays as declared officially by ONGC.Chennai b) Casual leave for a maximum period of twelve days in a calendar year and on Pro rata Basis. c) Medical leave up to a maximum of fifteen days for each year of apprenticeship for being unable to attend apprenticeship owing to illness subject to submission of Medical Certificate from a Registered Medical Practitioner d) Extra-ordinary leave up to a maximum of ten days in a year on loss of stipend may be granted in case you have exhausted the entire casual and medical leave, as per the discretion of ONGC It is however, made clear that leave cannot be demanded as a matter of right.
8.	You shall be paid monthly stipend for a particular month by the 10th day of the following month as below: a) during the twelve months of Apprenticeship Rs. 9000/- only b) No deduction shall be made from the stipend for the period during which an apprentice remains on casual or medical leave. Stipend shall, however, not be paid for the period for which an apprentice remains on extraordinary leave. c) The payment of stipend shall be through ECS mode directly to the bank account details of which are required to be furnished to ONGC at the time of commencement of apprenticeship along with PAN card and Bank details. d) Payment of stipend is further subject to the work and conduct of the apprentice being satisfactory during the period.
9.	You will not be entitled to any other allowance/perquisites applicable to regular employees of the company
11.	You may be permitted to discontinue apprenticeship in between, before completion of the prescribed period on the grounds of securing employment or admission for higher studies subject to production of valid documentary proof and in such case the amount as specified in surety would be deducted or payable to ONGC without prejudice.

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12.	ONGC shall issue non-employee duty pass which is to be displayed by the Apprentice during apprenticeship period while in ONGC premises. You shall have to submit copies of photograph and fill in the required application as prescribed by Security Department of ONGC.
13.	Conduct and discipline: You shall maintain strict punctuality and discipline and shall not in any manner resort to any act of misconduct as defined in the conduct rules of ONGC. You shall maintain absolute integrity and secrecy and shall not divulge any information or indulge in any act which may be prejudicial and / or affect the business interest and image of ONGC.
14	Cyber Security: You shall not be permitted or use any electronic gadgets including pen-drive, CD etc. and shall not indulge in transferring any data outside the office premises.
15.	Employer's liability for compensation for injury: If you sustain any personal injury caused by an accident arising out of and in the course of your apprenticeship, ONGC shall pay compensation which shall be determined and paid, so far as may be, in accordance with the provisions of the Workmen's Compensation Act, 1923.
16.	Holding of test, grant of certificate and conclusion of training: a) On successful completion of the period of apprenticeship, you shall be required to appear for a test to be conducted by the National Council to determine your proficiency in the designated trade in which you have undergone apprenticeship. b) On passing the test you shall be granted a certificate of proficiency in the trade by the National Council.
17	Termination of contract: In the event of premature termination of Contract of Apprenticeship for failure on the part of the Apprentice to carry out the terms and conditions of the Contract, (as notified under the Apprenticeship Rules, 1992), the apprentice is liable for payment of such amount as determined by the Apprenticeship Adviser towards the cost of training.. The liability of the surety is limited to an amount of two thousand five hundred rupees with interest at twelve per cent. per annum.
18.	Settlement of dispute: A) Any disagreement or dispute between the establishment and you, arising out of the Contract to Apprenticeship shall be referred to the Apprenticeship Adviser for decision. b) In case you are aggrieved by the decision of the Apprenticeship Adviser you may, within thirty days (30 days) from the date of communication of such decision, prefer an appeal against the decision to the Apprenticeship Council and such appeal shall be heard and determined by a Committee of the Council appointed for the purpose. The decision of the Committee shall be final.
19.	It shall not be obligatory on the part of ONGC to offer any employment to you on completion of the period of Apprenticeship Training.
20.	According to Apprenticeship Act, every apprentice undergoing apprenticeship is not a worker under the provisions of any law and Labour Laws shall not apply to or in relation to such apprentice.

2. If this offer is accepted by him/her, he/she should report on **25.07.2022**, at the address given above, failing which this offer stands cancelled automatically without further notice to him/her.
3. At the time of engagement he/she should produce all the documents as mentioned in **Annexure A** for verification without which his/her joining will not be accepted
4. He/She is advised to get medically examined as per format enclosed at **Annexure B**
5. A declaration as per the format in **Annexure C** needs to be submitted
6. If at any time it is found that the documents produced are false, he/she will not be allowed to join/continue the 'Apprenticeship Training' and liable for legal action and bound to refund the cost of training and stipend as prescribed under the Act/by ONGC

Enclosures: As above

S. H. Bala

To

CM (HR) – I/C R&P

Mr/Ms. Divya P
No.42A, kaveri Street,
Surya Nagar,
Minjur

S. Murugesan
PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 088.

Real Estate
Rentals
House Keeping
Vegetable Merchant



RAVI REALTY

36
S.Ravichandran, B.A.
Proprietor
Cell : 9841089791
8220152965

Date : 07.04.22

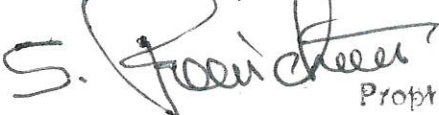
26


To,
Dr.Mrs Gomathy .D
HOD, MBA Department,
Ethiraj college for women,
70, Ethiraj salai,
Egmore Chennai 600008

Subject : Partnership acknowledge letter

Respected ma'am,
I S.Ravichandran F/O Metilda.R (2013323036023 - MBA II Year Ethiraj college for women) acknowledge that my daughter is part of the Ravi Realty company.

FOR M/s. RAVI REALTY


Proprietor
(S. RAVICHANDRAN)
Proprietor


PRINCIPAL
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(AUTONOMOUS)
CHENNAI-600 008.



KARUPPIAH CONSTRUCTION

NO:8A,VARATHARAJAPURAM,2ND CROSS STREET,PALLIKARANAI,CHENNAI-600100.

EMAIL: rkramakrishan587@gmail.com

Ph.no: 9444925979

06-04-2022

To,

Dr. Mrs. Gomathy D
HOD of MBA Department,
Ethiraj College for Women,
0, Ethiraj Salai,
Egmore,
Chennai 600008

27

Subject : Partnership Acknowledgement Letter

Respected Ma'am,

This letter is to acknowledge that my daughter, **GEERTHIKA K. R (Roll No 2013323036013, MBA IInd Year)** is a part of the organization and is working in the same.

This is not a legal document but rather an outline of a proposed of being a part of the company.)

R.K.RAMAKRISHNAN
(Proprietor)

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(AUTONOMOUS)
CHENNAI-600 008.

42

GSTIN: 33AAFFG4266R1ZX



Tel No: 2535 4675

Estd: 1937

Mobile: 9940697346

G. KANDASWAMY CHETTY
COUNTRY DRUGS, DRY FRUITS
POOJA ITEMS & GENERAL MERCHANTS

DATE: 05-08-2022

28

CANDIDATE NAME: DHEEPIKA G

CANDIDATE ADDRESS: No. 4/11, BOMMU CHETTY STREET, PARK TOWN,
CHENNAI - 03.

SUBJECT: OFFER LETTER for Employment

Dear DHEEPIKA,

It gives us immense pleasure to welcome you to the member at G KANDASWAMY CHETTY. We are pleased to offer you a ACCOUNTS EXECUTIVE position at G KANDASWAMY CHETTY with the start date of 08-08-2022.

Congratulations and welcome to the team!

Thanking you

SATHYANARAYANA G

(Partner)

New No: 148 (Old No: 33), Rasappa Chetty Street, Rattan Bazaar,

Park Town, Chennai – 600 003.

E-Mail: sathya.g93@gmail.com

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(AUTONOMOUS)
CHENNAI-600 008.



231 Mountbatten Road, Block B #03-01
Mountbatten Centre
Singapore 397999
Tel: 6336 4900
Email: enquiry@accountit.com

24.03.2022

To,

Dr. Mrs. Gomathy D

HOD of MBA Department,

Ethiraj College for Women,

70, Ethiraj Salai,

Egmore,

Chennai 600008

Subject : Partnership Acknowledgement Letter

Respected Ma'am,

This letter is to acknowledge that my daughter, **Mruthula N (Roll No 2013323036024, MBA IInd Year)** is a part of the organization and is working in the same.

(*This is not a legal document but rather an outline of a proposed of being a part of the company.*)

A handwritten signature in black ink, appearing to read "S. Narasimhan", written in a cursive style.

Shanmugam Narasimhan

Director

AccountIT Consultants Pte Ltd

Singapore

A handwritten signature in blue ink, appearing to read "S. Narasimhan", written in a cursive style.

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

SRINITHI FINANCE

No. 35 100 Feet Road
Karaikudi.
Ph : 99447 22828

23rd March 2022

To

Dr. Mrs. D Gomathy
Head of the Department,
Ethiraj College for Women ,
70, Ethiraj Salai,
Egmore, Chennai-600008

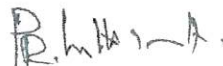
Subject : Business Partnership Acknowledgement Letter

Dear Madam,

This letter is to inform you that My daughter Sarumathi S (MBA II year -Ethiraj College for Women) is also a partner of Srinithi Finance, Karaikudi . This is not a legal document but rather an outline of a proposed of being a part of the company.

Thanking You

Yours Sincerely


(PR.Senthilnathan)



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(AUTONOMOUS)
CHENNAI-600 008.



CHELLAMS AGENCY

Importers & Exporters

Dealers of Prawn and Fish Feeds & Pedal Wheel Aerators

No.1, T.T.P Road, Velankanni-611111. Office: 04365-243676, Mobile: 9443163576

GSTIN - 3AAJPU7361F1ZH - E-mail: chellams07@gmail.com

DATE: 28/03/2022

TO

THE HEAD OF THE DEPARTMENT,
MBA DEPARTMENT,
ETHIRAJ COLLEGE FOR WOMEN,
EGMORE,
CHENNAI-600008.

Respected Mam,

This to acknowledge that **Ms. CHELLARASI C (2013323036009) 2020-2022 Batch student from Ethiraj college for women** has taken a part in our family business after the completion of her MBA course from your institution. she has been providing her best efforts in the duties and tasks assigned to her applying her theoretical knowledge gained during the course.

Thanking you

PRINCIPAL

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

C. Usha.

(USHA C)

Proprietrix

V P FINANCE

No.15/8, Padavattamman Kovil Street, Kosapet, Chennai – 600012

41

License No : 736

☎ 044 26621604

Estd : 1999

✉ thirugnanamurthy69@gmail.com

Date : 12.09.2022

Dear Ms. T. Swathi

33

Sub : Our Offer for the position of Accounts Executive

We are pleased to inform you that you have been appointed for the position of Accounts Executive at V P Finance with a start date of 14.09.2022.

Congratulations and welcome to our company.

Thanking You



N.Thirugnanamurthy
Proprietor



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(AUTONOMOUS)
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V P FINANCE

No. 15/8, Padavattamman koil Street,
Kosapet, Chennai - 600012
Email Id : thirugnanamurthy1909@gmail.com

Date : 07.04.2022

To
The Head of the Department,
MBA Department,
Ethiraj College for Women,
Egmore, Chennai - 600 008.

33

Respected Madam,

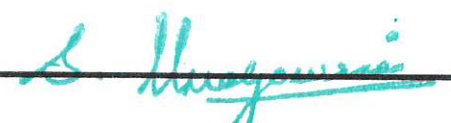
This is to acknowledge that my daughter SWATHI. T (Reg. NO. 2013323036051)
2020 - 2022 Batch Student from Ethiraj College for Women will take part in
my Family Business after the completion of her MBA course from your institution.
She will take responsibility as an Accountant in my Business from 01.07.2022.

Thanking You,

N. THIRUGNANAMURTHY



(Proprietor)


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