

Since 2002



**ZANDOOZ**  
**MEDICAL SYSTEMS**  
*... more than health care a relationship for ever....*

## APPOINTMENT LETTER

To,

Date : 16.06.2018


**Mr. Johnit Lazar,  
Muringathery House,  
Kundukad (Po), Ayyampara,  
Thrissur, Kerala.**

Dear Mr.

With reference to your application and subsequent interview with us, we are please to appoint you as a **Sales & Service Engineer** in this Company on the following terms and conditions with effect from **06<sup>th</sup> June 2018**

- You should follow the rules and regulation in force and laid down by the Company and as are applicable to persons of your category.
- You will be paid a consolidated salary of **Rs : 15,000/- (Rupees : Fifteen Thousand Only)** per month, which is inclusive of all other allowances.
- You will not be entitled to any other benefits in cash or kind. Your annual increment will be subject to your over all performance including work, conduct and attendance
- The appointment is on probationary for a period of 3 months. Subsequent appraisal of your performance when found satisfactory, the appointment shall be extended to one year.
- You will be on Probation for a period of 12 months with effect from the date of your joining. During the probation period or at the end of it, your overall performance is not satisfactory.
- You are governed by the service rules of the company as applicable to staff of your category.



 **H.O. :** 1162, 2nd Cross,  
Kalastri Nagar, T Dasarahalli,  
Bangalore - 560 057

**B.O. :** Areekal House, Vellanchira P.O,  
Potta Ashramam Road  
Chittur Taluk, K. G. District - 520 007

**9845668877**

 **9448069530**

Since 2002



# ZANDOZ MEDICAL SYSTEMS

*... more than health care a relationship for ever...*

- Any leave for the first 3 months will be a loss of pay.
- In case you leave the services of the Company, you will be required to give one month's notice or a month's salary in lieu thereof.
- Your duty timing will be arranged by the company. You should also be prepared to do extra hours of work if necessary.
- You should diligently and faithfully carry out all the instructions given to you by your superiors from time to time in connection with the duties allotted to you, keeping in mind always to improve and foster the interest of this company.
- You have to serve the company for a minimum period of one year with effect from the date of reporting for duty. If at any time leave services before completion of one-year period, the company reserves the right to forfeit the month salary in full.
- This appointment is based on the information furnished by you in the application form. If at any time, it is revealed, that you have suppressed information, for the purpose of obtaining employment, your services may be terminated.


This letter is in duplicate. Please sign the duplicate copy signifying your acceptance thereof to the terms and conditions and return the duplicate copy to us.



Mathew A J  
\*  
Director

Accepted the terms and conditions of the letter of offer and I agree to abide by the services in force at the Organization

Mr. Johnit Lazar

  
16/6/2018



ADL/CO/HRD/730/16-17  
18/07/2018

Mr.Harsha Sahadevan  
Edakunni (H), Thaikkattussery P.O,  
Ollur, Thrissur - 680306

Sub: Offer letter

Dear Mr.Harsha,

This is in reference to your application and subsequent interview you had with us; we are pleased to offer you the position of 'Executive - Customer Support Division' in Customer Support Division Department under the terms and conditions mutually agreed at the time of Interview.

As discussed and agreed you will be joining us on or before 18-July-2018, or else this offer will be null and void. You will be based at Corporate Office.

Your formal appointment letter will be issued to you on completion of your joining formalities including verification and reference check. You should also submit all your certificates and testimonials at the time of joining. The list of required documents is mentioned below. This offer is valid subject to producing of under mentioned documents in original and positive outcome of verification and reference check. In case you leave the services of the organization on or before the completion of one year from the date of your joining, the training cost would be recovered from your final settlement of account. The calculation of training cost would be at the sole discretion of management on actual basis.

In token of your acceptance of the above said offer, please sign and return the duplicate copy of this letter.

Thanking you,

For Agappe Diagnostics Ltd,



Toni Stanley  
Associate Vice President - HR

*List of Documents:-*

1. Proof of date of birth
2. Proof of qualification
3. Relieving letter from the previous employer
4. Duly authenticated proof of last drawn salary (CTC).
5. PAN Card copy(3 copies Duly signed)
6. Authenticated proof of residential address and Photo ID. (3 copies Duly signed)
7. Six photos
8. One Cancelled cheque of your Current Bank Account.
9. Aadhar Card(3 copies Duly signed)

AGAPPE DIAGNOSTICS LTD.

**CORPORATE OFFICE / REAGENT PLANT**

Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: + 91 484 2867000 | Fax: + 91 484 2867222 | Email: agappe@agappe.in

**EQUIPMENT PLANT**

X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

**KOLKATA OFFICE**

406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkattooffice@agappe.in

**MUMBAI (Regd. Office)**

401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
Sahar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**DELHI OFFICE**

DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**BANGALORE OFFICE**

5-6, 1Ind Floor, Red Cross Bhavan, No:26 Race Course Road,  
Bangalore - 560001.  
Email: bangaloreoffice@agappe.in

## ANNEXURE - I


### REMUNERATION DETAILS ON COST TO COMPANY BASIS

Name: Mr.Harsha Sahadevan  
Design: Executive - Customer Support Division  
Date\_Joining On or Before 18-July-2018  
Grade M-08

Particulars		Per month	Per Annum
A)	Basic	10000	120000
	HRA	4070	48840
	Transport Allowance	0	0
	Medical Allowance	0	0
	Special Allowance / Metro	0	0
	<b>TOTAL (A)</b>	<b>14070</b>	<b>168840</b>
B)	Bonus/ Ex-Gratia	1400	16800
	<b>Total (B)</b>	<b>1400</b>	<b>16800</b>
C)	PF - Employer's contribution	1200	14400
	Gratuity	0	0
	<b>Total (C)</b>	<b>1200</b>	<b>14400</b>
<b>TOTAL CTC (A+B+C)</b>		<b>16670</b>	<b>200040</b>
Rupees Two Lakhs and Forty Only			

18/07/2018

For Agappe Diagnostics Ltd,



**Tom Stanley**  
Associate Vice President - HR

## AGAPPE DIAGNOSTICS LTD.

**CORPORATE OFFICE / REAGENT PLANT**  
Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: +91 484 2867000 | Fax: +91 484 2867222 | Email: agappe@agappe.in

**MUMBAI (Regd. Office)**  
401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
Sahar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**EQUIPMENT PLANT**  
X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

**DELHI OFFICE**  
DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**KOLKATA OFFICE**  
406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkattaoffice@agappe.in

**BANGALORE OFFICE**  
5-6, 1Ind Floor, Red Cross Bhavan, No.26 Race Course Road,  
Bangalore - 560001.  
Email: bangaloreoffice@agappe.in

---

## Fwd: Documents Pending -Kirloskar Technologies (P) Ltd- The Kirloskar Group.

1 message

---

**Adarsh George** <adarshgeorge203@gmail.com>  
To: bme@sahrdaya.ac.in

Tue, May 22, 2018 at 9:41 PM

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

From: HR <hr@kirloskarmedical.com>

Date: Thu 17 May, 2018, 7:05 PM

Subject: Documents Pending -Kirloskar Technologies (P) Ltd- The Kirloskar Group.

To: <adarshgeorge203@gmail.com>

---

Hello Mr. Adarsh Varghese George,

This email is with reference to the below email.

In order to do a right mapping of your candidature & take the process further we would require you to share with us below mentioned details/documents at the earliest.

- a) Last three months' salary slips of your current organization.
- b) Appointment letter of the your current organization.
- c) Relieving letter & Experience letter from your previous organization.

Please feel free to contact/ write in case of any query.

Thanks & Regards,

Rubby Sharma

---

From: HR<hr@kirloskarmedical.com>

Sent: Fri, 11 May 2018 14:09:38 GMT+0530

To: <adarshgeorge203@gmail.com>

Subject: Your Final Telephonic Round -Kirloskar Technologies (P) Ltd- The Kirloskar Group.

Hello Mr. Adarsh Varghese George,

Congratulations.

This email is with reference to the interview which you gave for Service Engineer profile at Hotel Abad Plaza, Cochin on 29<sup>th</sup> April, 2018, we are glad to inform you that you have been

shortlisted for the final round of interview with us which will be a telephonic round.

You will receive a call on Monday, 14<sup>th</sup> May,2018 or either on Tuesday,15<sup>th</sup> May, 2018,  
Timings: 10:30 a.m.-5:30 p.m. from Mr. Binu Venugoaplan, Assistant General Manager-  
Services , Kerala, Medical Assets Management Division for the final discussion.

You are kindly requested to be available for the telephonic round of interview on the above  
mention dates.

Please feel free to write/call in case of any queries.

Thanks & Regards,

Rubby Sharma

Assistant Manager-HR & Marketing Support

Kirloskar Technologies (P) Ltd- The Kirloskar Group

B-58 ,1st Floor,Defence Colony,

Bhisham Pitamah Marg, New Delhi-110024

INDIA

Tel: +91-011-24331368/69

Fax: +91-011-24331367

[www.kirloskarmedical.com](http://www.kirloskarmedical.com)

New Delhi | Mumbai | Hyderabad| Bengaluru |Chennai | Chandigarh

Kolkata| Lucknow | Cochin| Jaipur | Pune

ADL/CO/HRD/695/16-17  
04/07/2018

Mr.Amal Jude  
Akkara(H), Ollur P.O,  
Thrissur - 680306

Sub: Offer letter

Dear Mr.Amal,

This is in reference to your application and subsequent interview you had with us; we are pleased to offer you the position of '**Engineer - Customer Service**' in **Mispa Care Department** under the terms and conditions mutually agreed at the time of Interview.

As discussed and agreed you will be joining us on or before **10-July-2018**, or else this offer will be null and void. Your location will be confirmed after the training.

Your formal appointment letter will be issued to you on completion of your joining formalities including verification and reference check. You should also submit all your certificates and testimonials at the time of joining. The list of required documents is mentioned below. This offer is valid subject to producing of under mentioned documents in original and positive outcome of verification and reference check. In case you leave the services of the organization on or before the completion of one year from the date of your joining, the training cost would be recovered from your final settlement of account. The calculation of training cost would be at the sole discretion of management on actual basis.

In token of your acceptance of the above said offer, please sign and return the duplicate copy of this letter.

Thanking you,

For Agappe Diagnostics Ltd,



**Tom Stanley**  
Associate Vice President - HR

*List of Documents:-*

1. Proof of date of birth
2. Proof of qualification
3. Relieving letter from the previous employer
4. Duly authenticated proof of last drawn salary (CTC).
5. PAN Card copy(3 copies Duly signed)
6. Authenticated proof of residential address and Photo ID. (3 copies Duly signed)
7. Six photos
8. One Cancelled cheque of your Current Bank Account.
9. Aadhar Card(3 copies Duly signed)

NB: CTC break-up attached

## **AGAPPE DIAGNOSTICS LTD.**

**CORPORATE OFFICE / REAGENT PLANT**

Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: + 91 484 2867000 | Fax: + 91 484 2867222 | Email: agappe@agappe.in

**EQUIPMENT PLANT**

X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

**KOLKATA OFFICE**

406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkattooffice@agappe.in

**MUMBAI [Regd. Office]**

401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
Sahar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**DELHI OFFICE**

DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**BANGALORE OFFICE**

S-6, 11nd Floor, Red Cross Bhavan, No:26 Race Course Road,  
Bangalore - 560001.  
Email: bangaloreoffice@agappe.in

## ANNEXURE - I

**REMUNERATION DETAILS ON COST TO COMPANY BASIS**

Name: **Mr. Amal Jude**  
 Design: **Engineer - Customer Service**  
 Date\_Joining **On or Before 10-July-2018**  
 Grade **M-08**

Particulars		Per month	Per Annum
A)	Basic	10000	120000
	HRA	5000	60000
	Transport Allowance	1600	19200
	Medical Allowance	1250	15000
	Special Allowance / Metro	3950	47400
	<b>TOTAL (A)</b>	<b>21800</b>	<b>261600</b>
B)	Bonus/ Ex-Gratia	1400	16800
	<b>Total (B)</b>	<b>1400</b>	<b>16800</b>
C)	PF - Employer's contribution	1800	21600
	Gratuity	0	0
	<b>Total (C)</b>	<b>1800</b>	<b>21600</b>
<b>TOTAL CTC (A+B+C)</b>		<b>25000</b>	<b>300000</b>
<b>Rupees Three Lakhs Only</b>			

04/07/2018

For Agappe Diagnostics Ltd,

  
**Tom Stanley**  
 Associate Vice President - HR

**AGAPPE DIAGNOSTICS LTD.**

**CORPORATE OFFICE / REAGENT PLANT**  
 Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India,  
 Tel: + 91 484 2867000 | Fax: + 91 484 2867222 | Email: agappe@agappe.in

**MUMBAI [Regd. Office]**  
 401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
 Sahar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
 Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**EQUIPMENT PLANT**  
 X/588-CB, Block No. 32, KINFRA small industrial park,  
 Nellad, Cochin, Kerala, India - 686721.

**DELHI OFFICE**  
 DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
 New Delhi - 110015, India.  
 Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**KOLKATA OFFICE**  
 406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
 Salt Lake City, Kolkata - 700 091.  
 Tel: +91 33 4003 0451 | Email: kolkataoffice@agappe.in

**BANGALORE OFFICE**  
 S-6, 11nd Floor, Red Cross Bhavan, No:26 Race Course Road,  
 Bangalore - 560001.  
 Email: bangaloreoffice@agappe.in



15 May 2018

**Aardra Raj**

Sravanam, Chinmaya Mission lane  
Palat road, Ottapalam, 679101 Kerala India  
Phone: +919745679626  
Email: aardraraj97@gmail.com

**EMPLOYMENT OFFER**

---

Dear Aardra,

Welcome to Numex Healthcare!

We are pleased to confirm our offer to have you join Numex Healthcare LLC as a Clinical Application Specialist- Dermatology on the following terms:

- a) You will be employed as per the labor laws UAE and will have to undergo a probation period for six months. The probation period would be considered as an evaluation for the employee's overall performance including professional and personal conduct.
- b) Your gross salary, inclusive of allowances that you may be entitled is defined as below.

**Probation Period**

Basic Salary:	AED 3000
Other Allowance:	AED 500
Conveyance Allowance*	AED 500

**Total: AED 4000**

\*(Maximum of 500 per month, in actuals)

**Other Allowances**

A fixed one-time allowance of AED 3000 will be provided during the end of probation period towards obtaining the UAE driving License.

**Regular Employment Period (Post Probation)**

Basic Salary:	AED 3000
Allowance:	AED 500
Vehicle Allowance*	AED 1000
Conveyance Allowance**	AED 500

**Total: AED 5000**

\*(equivalent to 1/60 months of the cost of the car or maximum of AED 1000 per month)

\*\* (Maximum of 500 per month, in actuals)

**Other Allowances:**

Telephone Allowance:	Post-paid package preloaded with local calls and Data
Miscellaneous:	Maximum of AED 100 per month (Allowance for Road toll, Parking Etc.)



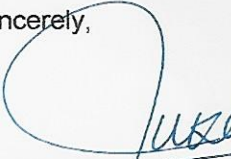
- c) A performance based variable component of the salary is also be applicable to the position, based on Numex Healthcare organisation policy.
- d) Subject to statutory holidays, your hours of employment are 9:00 am to 6:00 pm, Sunday through Thursday, and Saturdays 9:00 am to 1:00 pm with 60 minutes off for lunch each full working day. However, in case of a demand, you will be requested to deliver extra working hours to accomplish the common goals.
- e) You are entitled to have 30 days paid vacation each year and a two-way economic air ticket to hometown will be provided in every 12 months period of employment.
- f) Medical insurance will be provided by the company.
- g) By signing this letter, you agree not to disclose any confidential information learned during your employment about the business of the firm or about its clients or about the personal affairs of your superiors to anybody outside the firm both during and after your term of employment.
- h) Upon your acceptance, this letter will contain the entire agreement and understanding between you and the Company and supersedes any prior or contemporaneous agreements, understandings, communications, offers, representations, warranties, or commitments by or on behalf of the Company (oral or written). The terms of your employment may in the future be amended, but only by writing and which a duly authorized officer signs by both you and, on behalf of the Company.

Please let us know of your decision to join Numex Healthcare by signing a copy of this offer letter and returning it to us not later than May 21, 2018. Your offer is contingent upon your (1) completion of Numex Healthcare Employment Application; (2) signing of the Company's Confidentiality Agreement; and (3) Approvals from UAE Ministry of labor Immigration.

If you require any clarification on the contents of this letter, please feel free to discuss with the undersigned.

We are very pleased to offer you the position and are sure that you will make a valuable addition to our Organization. Once again, welcome to Numex Healthcare!

Sincerely,

  
Jay Karthikeyan  
General Manger  
Numex Healthcare LLC  
+971 4 3481158  
jkumar@numexhealthcare.com



**Employment on the terms set out in this letter is accepted.**

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

ADL/CO/HRD/696/16-17  
04/07/2018

Mr.Gautham Ghosh  
Periparambil (H), Elinjipra P.O  
Chowka - 680 721.

Sub: Offer letter

Dear Mr.Gautham,

This is in reference to your application and subsequent interview you had with us; we are pleased to offer you the position of '**Engineer - Customer Service**' in **Mispa Care Department** under the terms and conditions mutually agreed at the time of Interview.

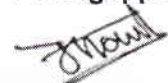
As discussed and agreed you will be joining us on or before **10-July-2018**, or else this offer will be null and void. Your location will be confirmed after the training.

Your formal appointment letter will be issued to you on completion of your joining formalities including verification and reference check. You should also submit all your certificates and testimonials at the time of joining. The list of required documents is mentioned below. This offer is valid subject to producing of under mentioned documents in original and positive outcome of verification and reference check. In case you leave the services of the organization on or before the completion of one year from the date of your joining, the training cost would be recovered from your final settlement of account. The calculation of training cost would be at the sole discretion of management on actual basis.

In token of your acceptance of the above said offer, please sign and return the duplicate copy of this letter.

Thanking you,

For Agappe Diagnostics Ltd,



**Tom Stanley**  
Associate Vice President - HR

*List of Documents:-*

1. Proof of date of birth
2. Proof of qualification
3. Relieving letter from the previous employer
4. Duly authenticated proof of last drawn salary (CTC).
5. PAN Card copy(3 copies Duly signed)
6. Authenticated proof of residential address and Photo ID. (3 copies Duly signed)
7. Six photos
8. One Cancelled cheque of your Current Bank Account.
9. Aadhar Card(3 copies Duly signed)

NB: CTC break-up attached

**AGAPPE DIAGNOSTICS LTD.**

**CORPORATE OFFICE / REAGENT PLANT**

Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: +91 484 2867000 | Fax: +91 484 2867222 | Email: agappe@agappe.in

**MUMBAI [Regd. Office]**

401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
Sahar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**EQUIPMENT PLANT**

X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

**DELHI OFFICE**

DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**KOLKATA OFFICE**

406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkataoffice@agappe.in

**BANGALORE OFFICE**

S-6, 11nd Floor, Red Cross Bhavan, No:26 Race Course Road,  
Bangalore - 560001.  
Email: bangaloreoffice@agappe.in

ANNEXURE – I

**REMUNERATION DETAILS ON COST TO COMPANY BASIS**

Name: Mr.Gautham Ghosh  
Design: Engineer - Customer Service  
Date\_Joining On or Before 10-July-2018  
Grade M-08

Particulars		Per month	Per Annum
A)	Basic	10000	120000
	HRA	5000	60000
	Transport Allowance	1600	19200
	Medical Allowance	1250	15000
	Special Allowance / Metro	3950	47400
	<b>TOTAL (A)</b>	<b>21800</b>	<b>261600</b>
B)	Bonus/ Ex-Gratia	1400	16800
	<b>Total (B)</b>	<b>1400</b>	<b>16800</b>
C)	PF - Employer's contribution	1800	21600
	Gratuity	0	0
	<b>Total (C)</b>	<b>1800</b>	<b>21600</b>
<b>TOTAL CTC (A+B+C)</b>		<b>25000</b>	<b>300000</b>
<b>Rupees Three Lakhs Only</b>			

04/07/2018

For Agappe Diagnostics Ltd,



**Tom Stanley**  
Associate Vice President - HR

**AGAPPE DIAGNOSTICS LTD.**

**CORPORATE OFFICE / REAGENT PLANT**  
Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: + 91 484 2867000 | Fax: + 91 484 2867222 | Email: agappe@agappe.in

**MUMBAI [Regd. Office]**  
401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
Sahar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**EQUIPMENT PLANT**  
X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

**DELHI OFFICE**  
DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**KOLKATA OFFICE**  
406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkataoffice@agappe.in

**BANGALORE OFFICE**  
5-6, 1Ind Floor, Red Cross Bhavan, No:26 Race Course Road,  
Bangalore - 560001.  
Email: bangaloreoffice@agappe.in

Candidate ID: 1498794 /203420,

Date of Joining: 07/06/2018,

Joining Location: Bangalore,

Designation: Analyst,

**Dear HANNAH JOSHY KAKKASSERY,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Bangalore office, for joining formalities as per the address mentioned below:

#### Address

164-165, EPIP Phase II,  
EPIP Industrial Area,Whitefield, Bengaluru 560066

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><b><u>Current Employment( Immediate Previous)</u></b>  a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)  2. b) Payslips for last 3 months  c) Form 16  d) Salary Account 6 months Bank Statement  e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b><u>Previous Employment</u></b>  Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b><u>Education Documents</u></b>  a) 10 Marksheet and certificate.  b) 12th marksheet and Certificate.  c) Graduation Marksheets and certificate/Diploma certificate.  d) Post-Graduation Marksheets and degree certificate(If applicable)  e) Any other relevant certificate</p>
4.	<p><b><u>Proof of identity/ Address</u></b>  a) PAN Card  b) AADHAR Card  c) Passport  In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs  i) Voters Id  ii) Driving License  iii) Ration card  iv) Electricity Bills  v) Gas card  vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b>  a) Form 16/Form 26AS  b) Bank statement for 6 months  c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1498794 /203420,

07/03/2018,

HANNAH JOSHY KAKKASSERY  
Kakkassery house, st martin road, Po anchery, Mariapuram, Thrissur,  
Thrissur  
India

### Confidential

Dear HANNAH JOSHY KAKKASSERY,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **07/06/2018** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315,001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:



**Annexure - A**

**HANNAH JOSHY KAKKASSERY**

**Analyst**

Total Cost to Company (CTC).

**Rs.240,001.00**

<b>Monthly Components</b>	<b>Per Month</b>	<b>Annualized</b>
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
<b>Gross monthly salary</b>	<b>Rs.17,092.00</b>	<b>Rs. 205,104.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
<b>Total Fixed Compensation</b>		<b>Rs.223,380.00</b>
<b>Total Cash Compensation</b>		<b>Rs.223,380.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 6,877.00</b>
Capgemini contribution to ESI		Rs.9,744.00
<b>Total Cost to Company</b>		<b>Rs. 240,001.00</b>

## Annexure - B

HANNAH JOSHY KAKKASSERY

Analyst

Total Cost to Company (CTC).

**Rs.315,001.00**

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advance Statutory Bonus	Rs.1811.0	Rs.21732.0
<b>Gross monthly salary</b>	<b>Rs.24154.0</b>	<b>Rs.289848.0</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
<b>Total Fixed Compensation</b>		<b>Rs.308124.0</b>
<b>Total Cash Compensation</b>		<b>Rs.308124.0</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
<b>Total Cost to Company</b>		<b>Rs.315001.0</b>

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the [Other Allowance and Reimbursements FAQ and Claim Forms](#).

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes /modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- ++ Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Caggemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
  - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 28-Sep-2018, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.

You fill the complete Back ground verification link given along with the welcome mail of the offer.

- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
  - 1. Highest Degree/Provisional Certificate and Final year Mark sheet.
  - 2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Jaideep Chavan  
Head - Talent Acquisition & Resourcing

### Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Name: HANNAH JOSHY KAKKASSERY

Date: 07/03/2018

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### 2. **DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### 3. **COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.



#### **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If a anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## **6. CONFIDENTIALITY:**

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## **9. RETIREMENT/TERMINATION:**

### **a.) Retirement**

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### **b.) Notice Period/Termination**

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.



11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature  
Date:



## ICON plc - Offer of Employment

1 message

**Patra, Papiya** <Papiya.Patra@iconplc.com>  
To: aishwaryaksachi@gmail.com <aishwaryaksachi@gmail.com>

Wed, Apr 10, 2019 at 12:03 PM

Dear Aishwarya,

Further to our telephone conversation I am delighted to be in a position to confirm your offer of employment with ICON.

At this stage, we are pleased to outline the offer details including salary and benefits package:

<b>Position offered</b>	<b>Assistant Clinical Data Coordinator</b>
<b>Office Location</b>	<b>Trivandrum</b>
<b>Salary</b>	<b>Indian Rupee (INR) 2,50,000.00 PA</b>
<b>Start date</b>	<b>17th April, 2019 – Wednesday</b>
<b>Bonus scheme</b>	<b>Success Sharing Plan (Annual)</b>
<b>Holiday entitlement</b>	<b>36 Days (Annual)</b>
<b>Life insurance</b>	<b>2x the employee CTC</b>
<b>Personal Accident Cover</b>	<b>2x the employee CTC</b>
<b>Medicclaim</b>	<b>Group Medicclaim for Self and Family (Unmarried – Self and Parents. Married – Self , Wife and two Children)</b>
<b>Shift Timings</b>	<b>09:00 IST to 18:00 IST</b>

I hope that you are pleased to receive our offer of employment and look forward to receiving your acceptance via email ASAP.

If you accept the above offer, in order for us to issue your formal contract of employment/offer letter, please could you provide me with the following details:

Title (Mr/Mrs/Miss/Ms):

Legal First Name (No initials):

Legal Middle Name:

Legal Last Name (No initials):

Full postal address:

Cell Phone:

Postal/Zip code:

Date of Birth:

Place of Birth:

Highest Educational Studies:

Father's Name:

Mothers Name:

Joining Date:

Gender:

Marital Status:

PAN No:

AADHAAR number:

**Please scan and send your Aadhaar and PAN cards**

As soon as I receive this information, I will contact our employing office, and ask the local HR representative to issue you with your formal contract/offer letter.

As discussed and agreed upon at the time of your interview with ICON for the position of Assistant Clinical Data Coordinator, you are hereby advised that your appointment is subject to your agreement to serve ICON for a minimum period of 2 years & 6 months under the following terms:

As a measure to ensure that the knowledge and expertise acquired by you as a part of the training provided is retained within the organization, you agree to serve ICON Clinical Research India Pvt. Ltd. for a minimum period of 2 years & 6 months from your date of joining. If you terminate your employment prior to that (2.5 years), you undertake to pay the company a sum of Rs. 200,000 towards training costs.

All other terms of employment will remain as per your employment contract. All matters relating to this agreement are strictly confidential between you and the company, and should be treated as such.

Please note that if we have not received your verbal/initial acceptance by 10<sup>th</sup> April 2019, 4:00:00 PM IST, ICON reserves the right to retract this offer.

**Note:** You will be receiving an email from HireRight (ICON's third-party supplier) for your Background Check and Debarment. They will ask for your authorization to perform your Background Check and Debarment followed by a link to add the supporting documents. Please complete these authorizations within 24 hours of receipt. Delay in completing these may affect your start date.

\* ICON's offer is conditional upon the successful completion of these checks.

We look forward to welcoming you aboard and in the meantime, if you have any questions, please do not hesitate to contact me.

Congratulations!

## Papiya

### Papiya Patra

**Talent Acquisition Team Lead**  
**ICON Plc**

**Prestige Blue Chip Building, Floor 2**  
**No. 9 Hosur Road**  
**Bangalore-560 029**

**Internal Tel:** 080-4039 4066

**Fax:** 080-4153 5656

**Email:** [papiya.patra@iconplc.com](mailto:papiya.patra@iconplc.com)

**Web:** [www.iconplc.com](http://www.iconplc.com)



ICON plc made the following annotations.

---

This e-mail transmission may contain confidential or legally privileged information that is intended only for the individual or entity named in the e-mail address. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents of this e-mail is strictly prohibited. If you have received this e-mail transmission in error, please reply to the sender, so that ICON plc can arrange for proper delivery, and then please delete the message.

Thank You,

ICON plc  
South County Business Park  
Leopardstown  
Dublin 18  
Ireland  
Registered number: 145835



**CYTECARE**

CANCER HOSPITALS



**Aiswarya T V**

**20642**

**BIOMEDICAL ENGINEERING**

**Blood Group: B+ve**

**Emergency Contact no:**

**08660905002**



**[www.cytecare.com](http://www.cytecare.com)**

**Sreya P Sunil**  
**Thrissur**

Dear Sreya

## **Congratulations!!**

Further to your selection, we are pleased to extend you an offer of employment in our Organization, on the following terms and conditions:

1. You are being offered a role as a **Business Trainee** for a period of 6 months.
2. Your place of posting would be **Thrissur**
3. Your System title during this period will be **Field Sales Trainee**.
4. We will look forward to your joining Medtronic on or before **2<sup>nd</sup> May 2019**
5. During this training period you are required to undertake all duties and activities as assigned to you by your manager.
6. Your annual remuneration on joining as Trainee will be Rs **388,376** /-.
7. Post your confirmation after 6 months your annual remuneration will be Rs **460,000** /- and you will be designated as **Associate Sales Representative** with market facing title as **Business Associate**.
8. Breakup of your remuneration has been attached in Annexure -I and related details in Annexure- II.
9. During your employment, if either you or Medtronic wishes to terminate the contract of appointment, two months' notice must be given in writing by either party. Medtronic reserves the right to make an equivalent payment in lieu of the notice.
10. Your appointment will be subject to your being found medically fit and the Background checks being found satisfactory.

Medtronic in India is committed to rapidly growing its business in India. We are confident that your contributions will take us further in our journey towards fulfilling Medtronic Mission. We are committed to the growth of our employees and we intend to invest in different facets of your professional growth & development and become a 'Destination Employer'.

We look forward to you joining our organization. Please return the duplicate copy of the letter duly signed as token of acceptance. Please note that this offer is valid for **5 days** from the date of this letter for acceptance.

We welcome you to the organization and look forward to a meaningful, long and mutually beneficial association!

Sincerely yours,



Arnold Titus  
2019.04.26 16:23:14  
+05'30'

**Titus Arnold**

**Director – Human Resources, India Subcontinent**

I hereby confirm my acceptance of offer as stated above.

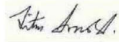
**Sreya P Sunil**



ANNEXURE - I : REMUNERATION STRUCTURE			
	Name	Sreya P Sunil	
	System Title	Field Sales Trainee	Associate Sales Representative
	Market Facing Business Title	Business Trainee	Business Associate
	Department	MITG	MITG
	Job Level	41	41
	Location	Thrissur	Thrissur
	<b>Components</b>	<b>Amount - INR (Per Annum) (As Trainee)</b>	<b>Amount - INR (Per Annum) (Post Confirmation)</b>
Base Salary (Fixed Cash)	Basic Salary (A)	180,000	180,000
	H.R.A	90,000	90,000
	Food Coupons	13,200	13,200
	Leave Travel Assistance	60,000	60,000
	Mediclinam Insurance	6,000	6,000
	Other Allowance	8,918	8,918
	<b>Base Salary for Incentive Total (A+B)</b>	<b>358,118</b>	<b>358,118</b>
	Variable Pay	Incentive as per applicable scheme (C)	-
India Retirals	PF (12 % of Basic)	21,600	21,600
	Gratuity (4.81% of Basic)	8,658	8,658
	Retirals (D)	30,258	30,258
	CTC (A+B+C+D) *	388,376	460,000

\* Post your confirmation as Associate Sales Representative and full-time absorption in Business you will be paid Guaranteed Incentive for two 2 Quarters, i.e. prorated from role change date till quarter end and subsequent one quarter. Incentive will be paid @ 100%.

\* You will be insured under the Medical Insurance for Hospitalization for Self and dependent Family (spouse and two dependent children) for INR 300,000 plus Accidental Insurance and Life Insurance equal to two times your CTC.

 Arnold Titus  
2019.04.26 16:23:32  
+05'30'

**Titus Arnold**

**Director – Human Resources, India Subcontinent**

## Know Your Total Rewards

Medtronic India's Reward Philosophy is to provide competitive reward programs to attract engage and retain employees who passionately pursue Medtronic Mission and support Business Goals.

### Your Compensation:

#### Base Salary:

This forms the basis of regular periodical cash payments. This is in line with the Global Total Rewards Philosophy and has same meaning across Medtronic Plc. Base salary in India is break-down of the following Components;

- **Basic Pay:** This is 35% of Base Salary.
- **House Rent Allowance (HRA):** This is 50% of Basic Salary.
- **Sodexo Meal Card:** This is given to employees to be used as an expenditure on food or beverages. Meal Vouchers / Meal taken from Company is exempted from tax up to INR 50 per meal.
- **Leave Travel Assistance (LTA):** This is INR 60,000 per annum.
- **Medical Insurance Reimbursement:** This is utilized for topping up the medical Insurance Plan or pay premium to take an additional health cover plan.
- **Other Allowance:** This is balance amount left from the Base Salary after the loading above components.

#### Variable Pay Plan:

An employee is governed under Variable Pay Schemes (Sales Incentive Plan) based on role at any point of time. The Variable Pay mentioned in Salary Annexure is at 100% payout i.e. target value.

The actual payout under the Plan would be guided by the company policy for the year of assessment.

#### India Retirals:

- **Provident Fund:** Medtronic contributes 12% of basic salary to the Provident Fund Scheme.
- **Gratuity:** Medtronic also contributes 4.81% of Basic salary to the Gratuity scheme. This is payable when an employee leaves the services of the company after completion of a minimum of 5 years as per the Gratuity Act 1972.

### Your Benefits:

Medtronic's benefit program supports your health and financial well-being with offerings that are:

- Flexible, so you can choose benefits that meet your needs
- Affordable for you and the company, especially given our greater size and scale
- Competitive for our industry and attractive to current and future employees
- A valuable and important part of your total rewards package

# Medtronic

Benefit program includes:

## - **Medical Insurance**

- Medtronic offers Health cover / Hospitalization for Self and dependent Family (i.e. Spouse & 2 Dependent children) is provided as a default family floater of INR 300,000.
- It is supported by company Medical Insurance amount built into Base Salary to take top up cover from the market.
- Company also supports under Flexible Benefit Program for employees to top up through available Marsh Voluntary Plans along with Co-payment with a rebate.

## - **Life Insurance and Disability Benefits**

Medtronic offers the below plans to offset the loss of income that comes with a disability or death. Following is the event covered under this plan and the benefit payable upon the occurrence of this event:

- **Life Insurance:** 2 times of Cost to Company
- **Accidental disability:** 2 times of Cost to Company

## Your Other Total Reward Programs:

### - **Employee Assistance program (EAP)**

Medtronic's **Employee Assistance Program (EAP)**, through Optum, offers a wide range of services aimed at solving everyday problems and improving your work-life balance.

The EAP provides counselling in person or by phone for a wide range of personal or job-related concerns. In addition, you may access consultation with specialists such as lawyers and financial advisors. All employees and their household members are encouraged to use this innovative, global service. All services are confidential, provided at no cost to employees and available 24 hours a day, every day of the year.

### - **Recognize!**

Recognize! is our global recognition platform. This online tool helps us build our culture and reinforce results. You can recognize your co-workers to show them you appreciate the work they do to improve lives!

### - **Phone**

During training period, you may use personal phone, company will provide Sim card for official / business use. Post successful completion of 6 months training period, you will be eligible to purchase a phone handset for official calls. The maximum reimbursement for the handset is INR 10000/-.



Arnold Titus  
2019.04.26 16:24:20  
+05'30'

Candidate ID: 1499432 /203423,

Date of Joining: 07/06/2018,

Joining Location: Bangalore,

Designation: Analyst,

**Dear Athira A,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Bangalore office, for joining formalities as per the address mentioned below:

#### Address

164-165, EPIP Phase II,  
EPIP Industrial Area,Whitefield, Bengaluru 560066

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><b><u>Current Employment( Immediate Previous)</u></b>  a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months  c) Form 16  d) Salary Account 6 months Bank Statement  e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b><u>Previous Employment</u></b>  Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b><u>Education Documents</u></b>  a) 10 Marksheet and certificate.  b) 12th marksheet and Certificate.  c) Graduation Marksheets and certificate/Diploma certificate.  d) Post-Graduation Marksheets and degree certificate(If applicable)  e) Any other relevant certificate</p>
4.	<p><b><u>Proof of identity/ Address</u></b>  a) PAN Card  b) AADHAR Card  c) Passport  In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>i) Voters Id  ii) Driving License  iii) Ration card  iv) Electricity Bills  v) Gas card  vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b>  a) Form 16/Form 26AS  b) Bank statement for 6 months  c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1499432 /203423,

07/03/2018,

Athira A  
Nayarusseery,, Trissur, Kerela,  
Trissur  
India

### Confidential

Dear Athira A,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **07/06/2018** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315,001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

**Annexure - A**

**Athira A**

**Analyst**

Total Cost to Company (CTC).

**Rs.240,001.00**

<b>Monthly Components</b>	<b>Per Month</b>	<b>Annualized</b>
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
<b>Gross monthly salary</b>	<b>Rs.17,092.00</b>	<b>Rs. 205,104.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
<b>Total Fixed Compensation</b>		<b>Rs.223,380.00</b>
<b>Total Cash Compensation</b>		<b>Rs.223,380.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 6,877.00</b>
Capgemini contribution to ESI		Rs.9,744.00
<b>Total Cost to Company</b>		<b>Rs. 240,001.00</b>



## Annexure - B

Athira A

Analyst

Total Cost to Company (CTC).

**Rs.315,001.00**

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advance Statutory Bonus	Rs.1811.0	Rs.21732.0
<b>Gross monthly salary</b>	<b>Rs.24154.0</b>	<b>Rs.289848.0</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
<b>Total Fixed Compensation</b>		<b>Rs.308124.0</b>
<b>Total Cash Compensation</b>		<b>Rs.308124.0</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
<b>Total Cost to Company</b>		<b>Rs.315001.0</b>

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the [Other Allowance and Reimbursements FAQ and Claim Forms](#).

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes /modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- ++ Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Caggemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
  - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 28-Sep-2018, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c.As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.

You fill the complete Back ground verification link given along with the welcome mail of the offer.

- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
  - 1. Highest Degree/Provisional Certificate and Final year Mark sheet.
  - 2.In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Jaideep Chavan  
Head - Talent Acquisition & Resourcing

### Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Name: Athira A

Date: 07/03/2018

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### 2. **DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### 3. **COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If a anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.



5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## **6. CONFIDENTIALITY:**

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## **9. RETIREMENT/TERMINATION:**

### **a.) Retirement**

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### **b.) Notice Period/Termination**

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.



## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature  
Date:

ADL/CO/HRD/1106/18-19  
22/10/2018

Ms. Sara Sunny,  
Kalappurakkal,  
Valamboor north,  
Mazhuvannoor,  
Ernakulam, 686669

**Sub: Trainee Appointment**

Further to the interview you had with us, we are pleased to inform you that you have been appointed as **Trainee – QC** in our Company with effect from **5<sup>th</sup> October 2018** and you will be placed in **QC Department** on the following terms and conditions:

**Training**

Your training will be at our Corporate Office.

The training will be for a period of **Three months** from the date of your joining. During the training period you need to follow the instructions of your superiors and complete the duties and tasks assigned to you. On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

**Stipend**

You will be paid a stipend of Rs. 10800/- (Rupees Ten thousand eight hundred only) per month, during the period of your training.

**Rules & Regulations**

During the training period, you shall be subject to the Company's Rules and Regulations that are in force and that may be introduced from time to time.

**AGAPPE DIAGNOSTICS LTD.**

**CORPORATE OFFICE / REAGENT PLANT**

Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: + 91 484 2867000 | Fax: + 91 484 2867222 | Email: agappe@agappe.in

**MUMBAI (Regd. Office)**

401 & 402, 4th Floor, Jalsingh Business Centre, 119,  
Sahar Road, Parshiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**EQUIPMENT PLANT**

X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

**DELHI OFFICE**

DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**KOLKATA OFFICE**

406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkattaoffice@agappe.in

**BANGALORE OFFICE**

S-6, 11nd Floor, Red Cross Bhavan, No:26 Race Course Road,  
Bangalore - 560001.  
Email: bangaloreoffice@agappe.in

### Working Hours & Shift Working

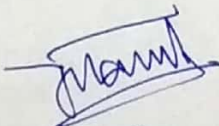
Your working hours shall be governed by the rules and regulations/ Standing order of the Company. There may be occasions where you may have to work beyond normal working hours due to exigencies of the company's business and you will also be required to work in any shift as and when notified by the Company.

Notwithstanding anything to the contrary herein contained, the Company shall be entitled to terminate the training forthwith by notice in writing in the event of any dishonesty, disobedience, intemperance, irregularity in attendance or any other act of misconduct or negligence or incompetence in the proper discharge by you or your duties hereunder or upon a breach by you of any of the terms or provisions herein contained. Otherwise, 7 days' notice should be given on either side.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With best wishes,

**For Agappe Diagnostics Limited**



**Tom Stanley**  
Associate Vice President - HR

## **AGAPPE DIAGNOSTICS LTD.**

**CORPORATE OFFICE / REAGENT PLANT**  
Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: + 91 484 2867000 | Fax: + 91 484 2867222 | Email: agappe@agappe.in

**MUMBAI [Regd. Office]**  
401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
Saltar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**EQUIPMENT PLANT**  
X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

**DELHI OFFICE**  
DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**KOLKATA OFFICE**  
406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkataoffice@agappe.in

**BANGALORE OFFICE**  
S-6, 11nd Floor, Red Cross Bhavan, No-26 Race Course Road,  
Bangalore - 560001.  
Email: bangaloreoffice@agappe.in



# WESTFORT HI-TECH HOSPITAL LTD

Registered Office : Westfort Hi-Tech Hospital Building, TMC 1/1536 Thrissur Corporation  
(ISO 9001 - 2015 CERTIFIED COMPANY)

P.B. No. 930, Punnamm, Thrissur, Pin - 680 002, Kerala, India. Ph : 0487 2388999 (12 Lines)  
FAX : 2381051, Email : info@wfHITECH.in, Web : www.westforHITECH.com



CIN: U85110KL 1994PLC007823

F/WFHT/HR/TRCER-019

30/11/2018

## TO WHOM SO EVER IT MAY CONCERN

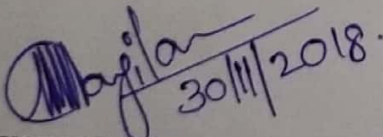
This is to certify that **Ms.ATHIRA JOSEPH V.** has completed training at Westfort Hi-Tech Hospital Ltd. in biomedical department from 04-06-2018 to 30-11-2018.

Westfort Hi-Tech Hospital Limited, Thrissur is an ISO 9001:2015 certified hospital with all major super speciality departments like Cardio Thoracic Surgery, Cardiology, Nephrology, Neurology, Neurosurgery, Pulmonology, Orthopaedics, Kidney Transplantation, Dialysis, Sports Medicine, Nuclear Medicine, etc.

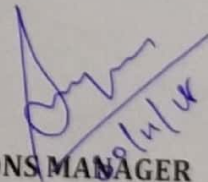
During this period his character and conduct were found good.

We wish every success in his future endeavours.

For **WESTFORT HI-TECH HOSPITAL LTD.**

  
30/11/2018

ASSISTANT HR MANAGER

  
30/11/18

OPERATIONS MANAGER





# CureCity Medical Company L.L.C

## شركة مدينة الشفاء الطبية ذ.م.م

Date: Dec 15<sup>th</sup> 2019

### JOB OFFER

**Dear Mrs. Gowri Achutha Prasad,**

Thank you for your interest in joining CureCity Medical Company.

**Position:** Biomedical Engineer

**Territory of Responsibility:** UAE

**Residence:** Ajman, UAE

**Total package:** AED 2,500/month

**Package detail:** basic salary AED 1500, housing rental allowance AED 500, transportation AED 500.

**Annual leave:** paid 21 working days or 30 calendar days after completion of 11 months

**Probation period:** 90 days

**Working hours:** 8:30 am-5:30 pm from Sunday to Thursday, on Saturday 9:00am -1:00 pm

**Agreement duration:** 1 year starting as of the joining date, renewable only by a written accord signed by both parties.

**Confidentiality:** you commit to hold all CureCity medical company L.L.C business related information in confidence. This includes any business details and materials made available to you thru any means of communication by CureCity medical company, its suppliers, representatives or customers, as well as any business information and material you develop during your employment period. You will refrain from sharing any business information to any third party without a prior written approval from CureCity medical company.

Your employment contract will be by the formal endorsement of the labor office, the government authorities, and signing the employment contract as per the above.

Looking forward to a mutually fruitful business relationship.

**Employer signature**

**candidate signature**

**Rafees Azeez**  
CEO

**Eng. Gowri Achutha Prasad**

ADL/CO/HRD/794/16-17  
30/07/2018

Ms. Jasmine Francis  
Thattil Umbavu (H), Aranattukara P.O,  
Thrissur - 680618.

Sub: Offer letter

Dear Ms. Jasmine,

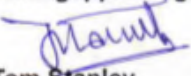
This is in reference to your application and subsequent interview you had with us; we are pleased to offer you the position of 'Executive - Training' in Training Department under the terms and conditions mutually agreed at the time of Interview.

As discussed and agreed you will be joining us on or before **01-Aug-2018**, or else this offer will be null and void. You will be based at **Corporate Office**.

Your formal appointment letter will be issued to you on completion of your joining formalities including verification and reference check. You should also submit all your certificates and testimonials at the time of joining. The list of required documents is mentioned below. This offer is valid subject to producing of under mentioned documents in original and positive outcome of verification and reference check. In case you leave the services of the organization on or before the completion of one year from the date of your joining, the training cost would be recovered from your final settlement of account. The calculation of training cost would be at the sole discretion of management on actual basis.

In token of your acceptance of the above said offer, please sign and return the duplicate copy of this letter.

Thanking you,  
For Agappe Diagnostics Ltd,

  
Tom Stanley  
Associate Vice President - HR

*List of Documents:-*

1. Proof of date of birth
2. Proof of qualification
3. Relieving letter from the previous employer
4. Duly authenticated proof of last drawn salary (CTC).
5. PAN Card copy(3 copies Duly signed)
6. Authenticated proof of residential address and Photo ID. (3 copies Duly signed)
7. Six photos
8. One Cancelled cheque of your Current Bank Account.
9. Aadhar Card(3 copies Duly signed)

NB: CTC break-up attached

## AGAPPE DIAGNOSTICS LTD.

CORPORATE OFFICE / REAGENT PLANT  
Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: + 91 484 2867000 | Fax: + 91 484 2867222 | Email: agappe@agappe.in

MUMBAI [Regd. Office]  
401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
Sahar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

EQUIPMENT PLANT  
X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

DELHI OFFICE  
DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

KOLKATA OFFICE  
406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkattooffice@agappe.in

BANGALORE OFFICE  
5-6, 11nd Floor, Red Cross Bhavan, No:26 Race Course Road,  
Bangalore - 560001.  
Email: bangaloreoffice@agappe.in

ADL/CO/HRD/780/18-19  
24/07/2018

Ms.Jiby Krishna K G ,  
Kaipambil, Ambalapurishu,  
Chiranellur, Thalakkottukara,  
Thrissur, Kerala, 680501.  
Emp.No. ADL1671

**Sub: Appointment Letter**

Dear Ms.Jiby Krishna,

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as **Engineer - R & D**, in **R & D Equipment Department** with effect from **23-Jul-2018** based at **Corporate Office**.

You will be reporting to **General Manager - R & D, Corporate Office**.

Terms and conditions of appointment are as per the Annexure attached herewith.

Please sign the duplicate copy in confirmation of your acceptance and return the same to us.

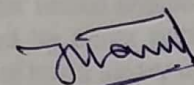
We welcome you to Agappe family and wish you a long and fruitful career.

With best wishes,

Yours sincerely,

**For Agappe Diagnostics Limited**

**Meena Thomas**  
Director & COO



**Tom Stanley**  
Associate Vice President - HR

**AGAPPE DIAGNOSTICS LTD.**

**CORPORATE OFFICE / REAGENT PLANT**  
Agappe Hills, Pattimattom (PO), Dist. Ernakulam, Kerala - 683 562, India.  
Tel: + 91 484 2867000 | Fax: + 91 484 2867222 | Email: agappe@agappe.in

**EQUIPMENT PLANT**  
X/588-CB, Block No. 32, KINFRA small industrial park,  
Nellad, Cochin, Kerala, India - 686721.

**KOLKATA OFFICE**  
406, Merlin Matrix, Plot No-10, Block-DN, Sector V,  
Salt Lake City, Kolkata - 700 091.  
Tel: +91 33 4003 0451 | Email: kolkattaoffice@agappe.in

**MUMBAI [Regd. Office]**  
401 & 402, 4th Floor, Jaisingh Business Centre, 119,  
Sahar Road, Parsiwada, Andheri (East), Mumbai - 400099, India.  
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

**DELHI OFFICE**  
DSM 540, 5TH Floor, DLF Tower, Shivaji Marg,  
New Delhi - 110015, India.  
Tel: +91 11 45588416 | Email: delhioffice@agappe.in

**BANGALORE OFFICE**  
#174/21, 7th Cross, 1st 'N' Block-Rajaji Nagar,  
Bangalore - 560010.



**ST182412814AE**



عرض عمل لعقد غير مُحدد المدة

**Job Offer for Unlimited Term Employment Contract**

Job Offer No. : **ST182412814AE**

رقم العرض : **ST182412814AE**

إنه في يوم الاحد الموافق 27/05/2018 في دولة الإمارات

It is on **Sunday** Corresponding to **27/05/2018** in UAE

منشأة ( الاسم ) : نوميكس للرعاية الصحية ش.ذ.م.م

Establishment Name : **NUMEX HEALTHCARE L.L.C**

رقم المنشأة **767462**

Establishment No : **767462**

الشكل القانوني : ذات مسنولية محدودة

Legal Form : **Limited Liability Company**

Address Emirate : **Dubai**

العنوان الإمارة : دبي

District : **BUR DUBAI**

المنطقة : بر دبي

Street : **AL KARAMA**

الشارع : الكرامة

Land Line : **043968521**

الهاتف الأرضي : **043968521**

Mobile : **0566986156**

الهاتف المحمول : **0566986156**

P.O. Box No. : **33262**

صندوق البريد : **33262**

Email : **svammad@gmail.com**

البريد الإلكتروني : **svammad@gmail.com**

Fax : **043968521**

الفاكس : **043968521**

**Represented by**

**ويمثلها**

Name : **YOUSUF ABDULRAHMAN ABDULLA AL  
MARZOOQI**

الاسم : يوسف عبدالرحمن عبدالله المرزوقي

Passport No : **J45897652**

رقم الجواز : **J45897652**

Nationality : **EMIRATES**

الجنسية : الإمارات

Title : **PARTNER**

الصفة : شريك

Address Emirate : **Dubai**

العنوان الإمارة : دبي

District : **BUR DUBAI**

المنطقة : بر دبي





**ST182412814AE**



Street : AL KARAMA

الشارع : الكرامة

Land Line : 043968521

الهاتف الأرضي : 043968521

Mobile : 0552460022

الهاتف المحمول : 0552460022

P.O. Box No. : 33262

صندوق البريد : 33262

Email : svammad@gmail.com

البريد الإلكتروني : svammad@gmail.com

Fax : 043968521

الفاكس : 043968521

ويُشار إلى ما ذكر في هذا البند (بالطرف الأول) في عرض العمل ومُلحقه .

Hereinafter referred to as (The First Party) in this Job Offer and the Annex thereof.

To hire :

في تشغيل:

Mr./Ms :

السيد :

Name : MEGHNA WILFRED WILFRED  
NADUVATHEZATH MERCILY

الاسم : ميغنا ويلفريد ويلفريد نادوفاتيزات ميرسيلي

Nationality : INDIA

الجنسية : الهند

Passport No S2027095

رقم جواز السفر : S2027095

- — ويُشار إلى ما ذكر في هذا البند بالطرف الثاني أو العامل / أو العاملة في عقد العمل ومُلحقه .

Hereinafter referred to as (The Second Party/ Worker) in this Job Offer and the Annex thereof.

ويُشار إلى ما ذكر في هذين البندين (1 و 2) معاً ( بالطرفين / أو الطرفان ) في عرض العمل ومُلحقه .

Both the First Party and the Second Party are hereinafter referred to as ( The Parties/ Both Parties) in this Job Offer and Annex thereof.

#### تمهيد:

حيث أبدى الطرف الأول رغبته في التعاقد مع الطرف الثاني لتشغيله لديه (أو لديها) في العمل الموضح أدناه ، لذا قام (أو قامت) بتقديم هذا العرض إليه (أو إليها) متضمناً الآتي:

#### Preamble

Whereas the First Party desires to contract with the Second Party to employ the latter to carry out the below-mentioned job, the First Party has granted the Second Party this Job Offer including the following terms:

#### ( البند ) الأول

يلتزم الطرف الثاني بأن يعمل لدى الطرف الأول بـ مهنة / وظيفة بائع، بدولة الامارات العربية المتحدة في إمارة : دبي

#### First Article

The Second Party shall work for the First Party in the job/profession of **SALES** within the UAE, (Emirate Name:**Dubai**).



ST182412814AE



( البند ) الثاني

تبدأ مدة العقد الذي يُبرم بناء على هذا العرض من تاريخ دخول الطرف الثاني للدولة مُستقداً من خارجها ، ومن تاريخ تعديل وضعه إذا كان داخل الدولة.

**Second Article**

The term of the contract concluded based on the present Offer shall commence from the date of entering the State by the Second Party in case of being employed from abroad and from the date of status amendment in case of being contracted with from inside the State.

( البند ) الثالث

يعمل (يعمل) الطرف الثاني لدى الطرف الأول تحت التجربة ، وتكون مدة هذه التجربة (6 شهر )

**Third Article**

The Second Party (MAY) work under a probation period of (6 month/s) to the First Party.

( البند ) الرابع

تكون الراحة الأسبوعية للطرف الثاني لمدة يوم (1) ، ويلتزم الطرف الأول بتحديد هذه الأيام وإعلام الطرف الثاني بها من تاريخ بدء علاقة العمل .

**Fourth Article**

The Second Party's weekly rest shall be 1 day(s). The First Party shall determine such day(s) and inform the Second Party thereof at the commencement date of the employment relationship.

( البند الخامس )

اتفق الطرفان على أن يعمل الطرف الثاني لدى الطرف الأول مقابل : أجر شهري مقداره AED 4000 ( اربعة الاف درهما ) ويشمل هذا الأجر الآتي:

الأجر الاساسي ومقداره : ( ثلاثة الاف درهما) 3000AED

البدلات

بدل سكن : ( خمسمائة درهما) 500AED

: أية بدلات أخرى

أخرى : 500

ويكون التزام الطرف الأول بسداد الأجر ، وقيام الطرف الثاني باستلام هذا الأجر ، طبقاً للنظم القانونية التي تقررها الوزارة

**Fifth Article**

Both Parties agree that the Second Party shall work for the First Party in return for **Monthly Wage of 4000 AED (Four thousand)** . Such wage shall include:

The Basic Salary at an amount of **AED 3000(Three thousand)**

Allowances:

These allowances should include without limitation:



**ST182412814AE**



Housing Allowance: **AED 500(Five hundred)**

Other Allowances :

other : **500**

The First Party shall pay the wage and the Second Party shall receive the wage according to the regulations determined by MOL.

( البند ( السادس )

علاقة العمل ، التي ينظمها العقد الذي يُبرم بناء على هذا العرض ، علاقة تعاقدية رضائية ، ولا يُلزم أي طرف من الطرفين باستمرار تعاقد مع الطرف الآخر بغير إرادته ، على أن يتحمل الطرف الذي يُنهي العلاقة بإرادته المنفردة كافة التبعات القانونية المترتبة على ذلك وفقاً لما هو مُحدد بمُلحق هذا العرض ووفقاً لأية أنظمة قانونية أخرى سارية بالوزارة . وتنتهي علاقة العمل بين الطرفين إذا توافرت حالة من الحالات المنصوص عليها في البند ( 2 ) من بنود مُلحق هذا العرض .

**Sixth Article**

The labour relation governed by the Contract executed under this Job Offer, shall be a contractual, consensual relationship. Neither Party shall be obliged to continue such contractual labour relationship with the other Party without its consent, provided that the Party terminating the Contract at its sole discretion shall bear all legal consequences resulting therefrom as stipulated in the Annex enclosed herewith and according to any MOL Applicable Laws. The labour relationship between both Parties shall end if any of the events set forth in Article (2) of the Annex enclosed herewith occurs.

( البند ( السابع )

يقر الطرف الأول بأنه أطلع الطرف الثاني تفصيلاً على كافة البنود الواردة في مُلحق هذا العرض ( سبعة بنود) كما يقر بأن الطرف الثاني قام بقبول وتوقيع هذا العرض في دولة الاستقدام أو داخل الدولة

**Seventh Article**

The First Party acknowledges that it has informed the Second Party of all the articles stipulated in the Annex enclosed herewith (a number of 7 articles) and that the Second Party has accepted and signed this Offer in the State of Recruitment or within the UAE

( البند ( الثامن )

يقر الطرف الثاني بأنه أطلع تفصيلاً على كافة البنود الواردة في مُلحق هذا العرض ( سبعة بنود) وعلم بكافة ما تضمنته من أحكام، كما يقر بأنه قام بقبول وتوقيع هذا العرض في دولة الاستقدام أو داخل الدولة

**Eighth Article**

The Second Party acknowledges that it has thoroughly reviewed all the articles stipulated in the Annex enclosed herewith (7 articles), and he is well aware of all contained provisions and that he has accepted and signed this Offer in the State of Recruitment or within the UAE

( البند ( التاسع )

يقر الطرفان بأن كافة بنود مُلحق هذا العرض جزء لا يتجزأ منه ، ومُكملة له تماماً ، ويلتزمان بكل ما ورد فيها.



**ST182412814AE**



#### **Ninth Article**

Both Parties hereto acknowledge that all articles stipulated in the Annex enclosed with this Offer shall constitute an integral and complementary part thereof and shall be binding on both Parties.

(البند العاشر)

يقر الطرفان بأنه في حال رغبة أحد الطرفين في إنهاء العقد الذي يُبرم بناء على هذا العرض عليه أن يُنذر الطرف الآخر بذلك قبل الموعد المحدد للإلغاء (أشهر 1) ، مع استمرار علاقة العمل طوال هذه الفترة .

#### **Tenth Article**

Both Parties shall further acknowledge that in case either Party desires to terminate the Contract executed under this Offer, such Party shall notify the other Party of such desire within (1 Months) prior to the determined date of termination. Such period shall be similar for both Parties and the labour relation shall remain effective throughout such period.

( البند الحادي عشر )

لا توجد شروط اضافية

#### **Eleventh Article**

There are no additional conditions

27/05/2018  
8:46PM

SATYANARAYANA KOMMINENI KOMMINENI POCHAI AH - MS201691158 - MAHASWETHA  
FOODSTUFF TRADING LLC



ST182412814AE



البند الثاني عشر

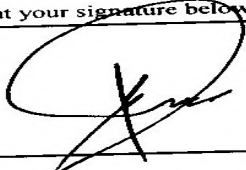
حُرر هذا العرض من ثلاث نسخ ، وتم توقيعه من الطرفين ، ويحتفظ كل منهما بنسخة ، والنسخة الثالثة يقوم الطرف الأول بتقديمها للوزارة كشرط للموافقة على إصدار تصريح العمل .

Twelfth Article

This Job Offer has been made up of three counterparts duly signed by both parties. Each party shall receive and retain a copy thereof and the third one shall be submitted by the First Party to the MOL as a prerequisite for issuance of the work permit.

توقيع الطرف الأول  
First Part's Signature

يُرجى وضع توقيعك أدناه  
Please put your signature below



يوسف عبدالرحمن عبدالله المرزوقي  
YOUSUF ABDULRAHMAN ABDULLA AL  
MARZOOQI  
This document is signed electronically

توقيع الطرف الثاني  
Second Party's Signature

ميغنا ويلفريد ويلفريد نادوفاتيزاث ميرسيلي  
MEGHNA WILFRED WILFRED  
NADUVATHEZATH MERCILY

بصمة إبهام اليد **ميغنا ويلفريد ويلفريد نادوفاتيزاث ميرسيلي** للعامل من ذوي المستوى المهاري الرابع أو الخامس  
Thumb print of **MEGHNA WILFRED WILFRED NADUVATHEZATH MERCILY**  
for the Worker of fourth/fifth skill level



Stephymol Chirappanath Augustin  
Chirappanath House  
Kadukutty P.O Chalakudy  
Thrissur, Kerala  
India

Student ID: W20087613

Date: 29 May 2019

### LETTER OF OFFER

Dear Stephymol,

Thank you for your application to study at Waterford Institute of Technology. We have reviewed your application and are pleased to offer you a place on the following programme:

#### **WD\_CINNT\_R - Master of Science in Innovative Technology Engineering**

Acceptance procedures and other relevant information are outlined in the 'Further Information' section on the succeeding pages. Please find a summary of your offer below:

<b>Course Name:</b>	Master of Science in Innovative Technology Engineering
<b>Year offered:</b>	Year
<b>Course commencement date:</b>	9th September 2019*
<b>Offer status:</b>	Full offer
<b>Acceptance deadline:</b>	11th June 2019
<b>Course Duration:</b>	1 year
<b>2019/2020 Tuition Fee:</b>	€10,500
<b>2019/2020 deposit required:</b>	€1,000**
<b>ILEP Programme Ref. No.:</b>	0127/0165

\*\*Please note once the deposit payment is received, this will be deducted from the overall tuition fee.

If you have any queries, the International Office can be contacted by emailing Fiona Purcell at [fpurcell@wit.ie](mailto:fpurcell@wit.ie) or by telephoning 353 (0)51 30 28 86. Alternatively, you can contact [international@wit.ie](mailto:international@wit.ie)

We look forward to welcoming you to WIT in September.

Yours sincerely

---

Dr Derek O'Byrne  
Vice President of Academic Affairs and Registrar

\*Please note that this is the teaching term commencement date and the International student orientation programme and related events take place in the week prior to this date. Please see: [https://www.wit.ie/international/admissions/orientation\\_registration](https://www.wit.ie/international/admissions/orientation_registration) for further information. Attendance at these events is mandatory.



## Further Information

### Accepting your offer

To accept your provisional offer, please complete the acceptance slip (page 4) and return to the office for International Relations at [international@wit.ie](mailto:international@wit.ie)

Please note all applications, offers and registration processes are subject to the full regulations of the Institute which are available at [www.wit.ie/regulations](http://www.wit.ie/regulations)

**Unless otherwise stated, an offer should be accepted by 11th June 2019. If you have been made an offer after the 11th June 2019, the acceptance period is two weeks (14 days) from the date indicated on this letter of offer. If your acceptance has not been submitted within the required timeframe, the offer will lapse.**

### Payment of deposits and tuition fees\*

- Payment of deposits and tuition fees can be paid through TransferMate at: <https://wit.paytostudy.com/>
- The deposit payment should be paid by the acceptance date noted in the previous section. Your name and student identification number (W200XXXXX) should appear on all of your transactions.
- For visa required countries, full tuition fees should be paid by 30<sup>th</sup> June. For all other countries, full tuition fees should be paid by 10<sup>th</sup> August.
- If you accept an offer of a place at WIT, you will be agreeing to WIT's payments and refunds policy for International students.
- Your tuition fees will not change throughout your course of study.

### Useful links

- For pre-arrival information, please see: [https://www.wit.ie/international/admissions/pre\\_arrival\\_information\\_for\\_international\\_students](https://www.wit.ie/international/admissions/pre_arrival_information_for_international_students)
- For queries about the programme, please see: <https://www.wit.ie/courses>
- We recommend that you look at our FAQs on our website at: [https://www.wit.ie/international/why\\_wit/faq1](https://www.wit.ie/international/why_wit/faq1)

**\* Please note any payments to WIT will be refunded in full if your study visa is refused (proof required).**



## Information for International Students

Prior to your arrival in Ireland, we would recommend that you visit the [WIT International website](#) and read our [International student handbook](#).

## Immigration Requirements

Under Immigration regulations, all non –EU/EEA students must be registered on a **full-time** programme. Please see: <http://www.inis.gov.ie/en/INIS/Pages/Immigration%20information> for further information.

### Do I need a visa?

Citizens of certain countries are required to have an entry visa for Ireland. [Check to see if you require a visa for Ireland](#).

If you require a visa, you will find useful guidelines and details of requirements for student visa applications [here](#).

Visa processing times vary from country to country so we would advise to apply early.

## Registering with the Garda National Immigration Bureau (GNIB)

All non-EU/EEA must register with the Garda National Immigration Bureau (GNIB) irrespective of whether you require a visa for Ireland or not. You should register within 30 days of your arrival in Ireland (you will be given a date on your passport by Immigration at the Irish airport you arrive at to register with the GNIB). The Office for International Relations at WIT will provide you with a supporting letter for your appointment and will also make the appointment for you. Further information can be found [here](#).

## English language Requirements

For visa requiring applicants, please note that the Irish Naturalisation and Immigration Service's (INIS) English language requirements may differ from those required by WIT. Click [here](#) for WIT's English language requirements.

## WIT Office for International Relations Scholarship

If you are in receipt of a WIT Office for International Relations Scholarship for either undergraduate or postgraduate programmes, please see our terms and conditions [here](#)

## Accommodation

If you wish to stay in Campus accommodation we would recommend that you book early as places fill up quickly. Please see [here](#) on how to apply for Campus accommodation.

Information about on campus and off campus accommodation can be found [here](#)

## Living and working in Ireland

Please refer to our [student handbook](#) for information on living and working in Ireland.





## Online registration and International Student Orientation programme

For Orientation and online registration information, please see [here](#)  
Online registration will open in early August and you will be invited to register for your programme of study. A communication will be sent to the email address you gave during the application process inviting you to log on via the above link.

The WIT International Student Orientation programme and related events usually takes place in the week prior to the commencement of your course of study. Details of the programme will be posted on our [website](#) from 1<sup>st</sup> July.

✂-----

### ACCEPTANCE SLIP

**Stephymol Chirapanath Augustin**

I acknowledge receipt of your provisional offer to study on the following programme:

**WD\_CINNT\_R - Master of Science in Innovative Technology Engineering**

Please find attached the requested documentation in support of my application.

Signed: \_\_\_\_\_

Stephymol Chirappanath Augustin

Student ID: W20087613

Please email to [international@wit.ie](mailto:international@wit.ie)



21<sup>st</sup> November 2019.

Mr.Vinayak P.D  
Parathattil House,  
P.O Manalur Thrissur (DT)  
Kerala-680617.

Dear Mr.Vinayak P.D,

### **LETTER OF OFFER**

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you placement as Senior Area Manager-Key Account based at Thrissur with a gross salary of Rs.24616/- (Rupees Twenty Four Thousand Six Hundred & Sixteen Only) per month. You will be on probation for a period of One Year. The details of remuneration are annexed along with this letter for your information.

You are required to undergo pre-employment medical test & your appointment will be subject to medical fitness certificate to be issued by the authorised laboratory.

You are requested to join duty at the earliest.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company, which shall be binding on you.

Kindly confirm your acceptance on the duplicate copy of this letter

I accept the offer & will report on time.

**(VINAYAK P D)**

Yours Cordially  
For **CPC DIAGNOSTICS PVT. LTD.,**

**MALINI KAILASNATH**  
**DIRECTOR – HR**

**TERMS OF EMOLUMENTS:**  
**EMPLOYMENT GRADE**                      **MG2**  
**LOCATION**                                      **THRISSUR**

**MONTHLY EARNINGS**

BASIC	6500
DA	2600
HRA	2700 #
CCA	900
MEDICAL MONTHLY	833
LTA MONTHLY	500
SPL ALLOWANCE	9700
OTHER ALLOWANCES	883
<b>MONTHLY GROSS SALARY</b>	<b>24616</b>

# HRA may increase/decrease based on HQ

**ANNUAL EARNINGS**

CONTRIBUTORY PF	23418
<u>On Confirmation Only</u>	
EXGRATIA (APPROX)	9750 #
GRATUITY BENEFITS	4368
<b>TOTAL ANNUAL EARNINGS</b>	<b>37536</b>

# Exgratia is not automatic, it is based on Management's discretion and company's performance

SALARY FOR 12 MONTHS	295392
----------------------	--------

<b>ANNUAL C T C</b>	<b>332,928</b>
---------------------	----------------

**DAILY ALLOWANCES**

HQ ALLOWANCE	200
OUTSTATION ALLOWANCE	1100

**ADDITIONAL BENEFITS:**

A) GRATUITY BENEFITS ARE ELIGIBLE ON COMPLETION OF 5 YRS OF SERVICE, BUT THE CONTRIBUTION FROM COMPANY WILL START FROM THE DATE OF JOINING ITSELF

B) LEAVE ENCASHMENT WILL BE ELIGIBLE AS PER RULES

C) MEDICLAIM BENEFIT AFTER CONFIRMATION

D) INCENTIVES ARE PAID ANNUALLY, NOT INCLUDED IN THE CTC

# REGIONAL CANCER CENTRE



Medical College Campus,  
Thiruvananthapuram-695 011.  
Ph: 0471-2442541, Fax: 2447454  
website: [www.rcctvm.org](http://www.rcctvm.org)



**ATHIRA M P**

**APPRENTICE TRAINEE**

**EMPLOYEE CODE : 3387**

*Neel*  
**Director**



**ALISHA  
PAZHAMKALAM**

**BIO-MEDICAL ENGINEERING  
ASST.**

**P.Code : 005386**

**Blood Group : O +ve**

**DOJ : 02/09/2019**

**Managing Partner**



**Moulana HOSPITAL**

Perinthalmanna, Malappuram Dist. Kerala

Ph:- 04933 262262



**MiraMed Ajuba**  
A GLOBAL SERVICES COMPANY

MiraMed Ajuba Solutions Pvt Ltd  
(Formerly Ajuba Solutions (India) Pvt Ltd)  
Registered office | 12-02 Tidel Park | 4 Canal Bank Road | Chennai 600113 | India

phone  
+91 44 3068 041

fax  
+91 44 3068 043

December 2, 2019

CL/AJP/Nov354100119

Change of Status

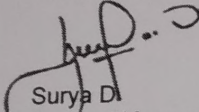
**Rosmin Joseph**  
**AJP14682**  
**Junior Officer - Medical Coding**

Dear Rosmin,

We recognize your contribution to the accomplishments of the company and have pleasure in confirming your services effective **November 15, 2019**.

We appreciate your commitment to the organization and are confident that you would continue to effectively contribute to Miramed Ajuba's standards of excellence in service levels. You have our full support and continuous commitment in assisting you to achieve our business objectives.

With best wishes,



Surya D  
General Manager - Human Resources

**Confidential**



28<sup>th</sup> OCTOBER 2019, MONDAY



# CONVOCATION

2014-18 Batch

Dear.. **ARYA...RAJEEV.**

We feel happy to invite you for the 13<sup>th</sup> Convocation Ceremony of our Institution on 28<sup>th</sup> October 2019, Monday at 01.30 p.m. to receive your most prestigious B.Tech Degree Certificate.

We also invite your family members to witness and participate in the important moment of your life.

Please register your participation before 20<sup>th</sup> October 2019 by sending a copy of Original / Provisional degree Certificate by Email: [hr@sahrdaya.ac.in](mailto:hr@sahrdaya.ac.in) or by post.

Please do confirm your participation and inform by Email the number of family members attending the convocation before 20<sup>th</sup> October 2019.

Please inform your batch mates also regarding the convocation.

With Best Wishes,

Fr. George Pareman  
Executive Director, SCET

Dr. Nixon Kuruvila  
Principal, SCET



Note: Please complete your registration before 9.00 am on the day of convocation



## MS Technologies

Room No - 331, II Floor, Taxi Stand Building, Chakkarakkal, Kannur, Kerala - 670 613  
Ph : +91 495 4016001, +91 97451 70678, E-mail : mstechnologiescft@gmail.com

To,

MS Aswini s  
Thamarachira kalam,  
Chittur (p.o),  
Palakkad  
Pin-678101

Dear Ms Aswini S,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as a overseas manager in MS Technologies. With effect from-2-5-2019 as per Terms and Conditions detailed below.

1. The benefits Plan are detailed in Enclosure. You will report directly to the office and your normal working hours are expected to be 9.00am to 6:00pm, Monday to Saturday.
2. You will be entitled for one earned leave per month.
3. Through you are appointed for an assignment the management has the right to reshuffle your responsibilities or transfer your service to any area assigned to the company. Your appointment is also subject to the general rules regulations and policies of the company that are in force from time to time.
4. You should work a minimum period of 36 months as Overseas Manager. If you are resigning yourself from the company before this period you are liable to pay the penalty as per company rules. Only on completion of one year you would be eligible to receive the variable pay
5. Two month notice period to be given prior to leaving the company or else one month salary will be deducted.
6. You should serve the company during the service period honestly, diligently and conscientiously devoting the whole of your time and attention to discharge you duties and such other work relating to the business of the Company, which the management entrust you with.
7. You should maintain the secrecy of documents and information entrusted to you and on no account shall divulge or disclose either in full or in part to any one on any reason.





**MS Technologies**

Room No - 331, II Floor, Taxi Stand Building, Chakkarakkal, Kannur, Kerala - 670 613  
Ph : +91 495 4016001, +91 97451 70678, E-mail : mstechnologiescit@gmail.com

8. On the termination of your services from the company, yourself or your legal representative shall deliver to the company all documents, papers, materials and other properties of the company in your possession or custody or under your control to the satisfaction of the management.

9. During the period of your service, you shall not work in any other company or engage in private business without the prior written permission of the management.

10. In case misconduct or violation of the terms of employment, incompetence, dishonesty, insubordination, gross negligence or breach of trust or personal data being furnished by you found wrong, the company reserves the right to terminate the service without any notice or claim compensation in lieu thereof and also to take disciplinary or legal action whichever is so desired by the management.

11. During the period of service, you will use the property of company as your own with utmost care.

12. You will be subject to service rules as applicable to the establishment, framed and amended from time to time

Please return the duplicate copy of this letter duly signed by you in token of acceptance of this offer and as accepted in good health and mental capacity

For M S Technologies

A handwritten signature in blue ink over a rectangular stamp. The stamp contains the text 'For M S TECHNOLOGIES' at the top and 'Proprietor' at the bottom.

Sharin KP

Accepted

Signature of the Employee

Name: Ms Aswini S

29.04.2019



## MS Technologies

Room No - 331, II Floor, Taxi Stand Building, Chakkarakkal, Kannur, Kerala - 670 613  
Ph : +91 495 4016001, +91 97451 70678, E-mail : mstechnologiescst@gmail.com

### Enclosure

\*\*\*Personal and Confidential\*\*\*  
Compensation and Benefits Plan

Cash Components	Per Month (Rs)	Per Annum (Rs)
Basic Salary after 3 months of training	15000	180000
Stipend for training period	8,000	
<b>Variable Pay</b>		
Performance Pay*		

\*On completion of one year and achieving a set target



a member of ALTHEA Group  
TBS/COR/HRD/LTD/0391/19

Date: 01<sup>st</sup> March 2019

To,  
Miss. Ramishya K  
D/o Unni Krishnan K R,  
Krishna House, Narasimhapuram,  
Chadayankalai, Pudussery West,  
Palakkad, Kerala-678623.

Dear Miss. Ramishya K,

We are pleased to inform that you have been selected for Trainee Biomedical Engineer at Goa with effect from 01<sup>st</sup> March 2019 on following terms & conditions.

- 1) You are entitled to a monthly STIPEND PAY of Rs. 4,264/- (Rupees Four Thousand Two Hundred and Sixty Four Only), Including ESI Employer and Employee Contribution.
- 2) The training period is 06 Months with effect from 01<sup>st</sup> March 2019.
- 3) During the Training Program, you should adhere to the rules and regulations of the office and the hospitals, in order to maintain the good image of our company.
- 4) You should take care of your safety. Company is not liable for any unforeseen incidents during the training period.
- 5) Either party may terminate the agreement with notice; the notice of termination will be 30 days during the training period.
- 6) To issue the service certificate minimum one year of service in TBS INDIA Telematic & Biomedical Services Pvt Ltd is mandatory.

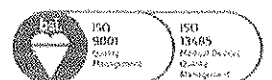
If the above terms and conditions are acceptable, please report to Operation Incharge at our Corporate Office at Goa.

For TBS INDIA Telematic and Biomedical Services Private Limited.

Chelvadorai N  
Chief Executive Officer

**TBS INDIA Telematic and Biomedical Services Pvt. Ltd.**  
CIN : U72900KA2000PTC027337

Reg. & Corp. Office : 5th Floor, Arden Fair, Opp. Benniganahalli Ring Road Fly Over, Pai Layout,  
Near Tin Factory, Old Madras Road, Bangalore - 560 016, Karnataka, India  
Tel. +91 80 4054 5050 | Fax +91 80 4054 5055 | Email info@tbs-india.com | www.tbs-india.com





**ETHNOGRAPHIC MEDICAL RESEARCH GROUP**

**Trainee Research Associate, Internship Programme**

**Date: 18<sup>th</sup> June, 2018**

**TO: MR. JOSE DENNIS**

**FROM: KRISHANU BHATTACHARJEE**

## A WARM WELCOME TO TEAM EMeRG

Dear Jose,

It is our pleasure to offer you the role of Trainee Research Associate for our Internship programme beginning 25<sup>th</sup> June, 2018. I hope your sincerity and diligence at work will pave way for future engagements.

We are excited at the opportunity of having you on-board and look forward to co-creating value in the healthcare industry.

Thank you very much,

Warm regards,  
Krishanu

Krishanu Bhattacharjee  
Founding Director  
Ethnographic Medical Research Group  
(EMeRG)  
M: +91-9916122877  
E: [krishanu.b@emerg-inc.com](mailto:krishanu.b@emerg-inc.com)  
[www.emerg-inc.com](http://www.emerg-inc.com)

Signed and Accepted by:  
Mr. Jose Dennis

1. The internship period commences from 25<sup>th</sup> June, 2018 and continues till 25<sup>th</sup> September, 2018
2. The internship programme is full-time, requiring about 9.5 hours of work from EMeRG's office facility in Bangalore
3. The internship program should be diligently leveraged to understand the core aspects of healthcare market research and consulting including epidemiology, secondary research, primary research skills, market research tools and techniques, business formal writing and corporate presentations
4. Projects would revolve around (not limited to but includes):
  - a. Literature search/desk search on healthcare structures in various countries
  - b. Literature search/desk search on health demographics, epidemiology, upcoming technologies, products, best practices in business strategies, competitive landscaping etc.
  - c. Creation of discussion guide and questionnaire for interviews and ethnographic observations at hospitals / clinics
  - d. Recruiting respondents and conducting primary interviews and ethnographic observations
  - e. Recording the interviewing and capturing raw data
  - f. Interpreting data along with peers and assisting in need-gap analysis; generation of commercial and clinical insights leading to creation of business strategies and strategic recommendations
  - g. Writing articles and white papers based on the interviews conducted and desk research
  - h. Visiting healthcare expos and seminars for conference research
5. A time-sheet with number of hours and tasks completed would have to be mandatorily filled everyday
6. Stipulated work hours are from 9AM onwards for 5 days a week (Saturdays and Sundays are off). However, depending on the ongoing projects, work hours have to be accommodated accordingly

## TRAINING AND SKILLS DEVELOPMENT

- You will be trained on the following aspects of market research and healthcare:
  - Tools and techniques with secondary research
  - Tools for qualitative and quantitative market research
  - Broad understanding of healthcare systems in emerging markets – AFRICA, ASEAN, BRICS, India etc.
  - Conducting primary research – moderation techniques
  - Questionnaire and discussion guide design
  - Business formal write-up necessary for the consulting industry /medical-writing etc.
  - Creating research and strategy presentations for CXOs

## STIPEND

### Terms and Conditions

- A fixed stipend of INR 15,000 per month for 3 months is proposed
- Stipend would be provided at the end of each month (31<sup>st</sup> of the month or 1<sup>st</sup> of the next month)
- Upon successful completion of 3 months (to be measured as per key performance indicators assigned upon joining) and willingness from both the parties, you would be made an offer for absorption into the company's payrolls as a full time employee
- Upon absorption, probation period will be nullified
- The salary eligible for the revised post would be scoped as per industry standards and discussed eventually after completion of the internship period
- An experience certificate will be provided upon successful completion of the internship programme (for the proposed tenure) involving all live projects and deliverables assigned during the tenure
- Reduction in the tenure of internship by more than 7 days may render the internship status as unsuccessful
- In exigent cases, your internship with EMeRG may be terminated by giving a notice period of 3 weeks by either of the parties

## STIPEND

### Terms and Conditions (contd.)

- Company's leave policy doesn't apply during the probation/internship period where any leave(s) availed results in loss of pay. However, public holidays should be availed during the internship/probation period
- Recent marksheets, biodata and a scanned copy of passport size photograph must be provided prior to joining or on the day of joining
- The original copies of offer letter can be signed on the day of joining



 **SHIMADZU**  
Excellence in Science

**Rishin Shammy**

Department Service

Date of Issue 21/10/2019



**SHIMADZU MEDICAL (INDIA) PVT. LTD.**

## INSTRUCTIONS

1. Please display this card always while on duty.
2. Loss of the card should be immediately reported to the Admin Head in writing.
3. This card is non-transferable and should be returned to the Issuing Authority upon cessation of employment.

**Emergency No: 94462 28547**

**If this card is found please return it to:**

**SHIMADZU MEDICAL (INDIA) PVT. LTD.**

Polyhose Towers, No.86, Mount Road,

Guindy, Chennai - 600 032.

Tel: 91- 044-2230 0608/ 09/ 10



The only Global Services company backed by its own university.

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Interim Offer Letter

Date: 19th JAN 18

Dear SRUTHY K.S

Welcome to the Vee Family...!

Congratulations!!! We are pleased to inform you that, you have been shortlisted for training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of Rs 50,000 to the company.

On successful completion of the training you will be on boarded on rolls of Vee Technologies as MEDICAL CODER TRAINEE. Our on boarding team will be in touch to update your date of joining and location before two weeks.

This is only an interim offer and the training start date may be postponed or proponed based on the business need of the organization. The company or the educational institution will not be liable to the student to hire them if the business scenario changes.

After completing the joining formalities for training, based on the business requirements we would confirm the place of training and work and the candidates should be flexible to work from any of our locations.

You are required to submit the following documents while reporting to the duty:

- Photocopy of Academic Marks Cards (SSLC/HSC/Degree) - 2 Sets
- Photocopy of Address proof (Ration Card/Voter ID/Passport) -3 Copies
- Photocopy of ID Proof (Aadhar/Pan Card/Driving License)- 3 Copies
- 3 Passport size & 3 Stamp Size Photographs
- Reference Numbers of 3 persons (2 Professional and 1 Personal as per Annexure – 1)
- Family Photo for ESI Coverage (2 Post card Size)
- Original SSLC or HSC document should be deposited with the company
- All Other original documents (Academic, Address & ID Proof) Should be furnished for verification.

The facilities like hostel, Canteen and transport are optional services and may be available at certain locations, and the employee cannot demand the services

For any help/queries, Please write to [campusconnect@veetechnologies.com](mailto:campusconnect@veetechnologies.com)

With best wishes,  
for Vee Technologies Pvt. Ltd.,

*S, 401*

Gokulakannan S  
Senior Team Lead – Human Resource

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2226 6677

Salem: 4/14, Reddipatty Road, Mamangam, Salem - 636 302, Tel:+91 427 2341 064

Chennai: Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235

USA: New York, 90 Park Avenue Suite 1700, New York, NY 10016, Tel:646 837 0837

[www.veetechnologies.com](http://www.veetechnologies.com)



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY  
THIRUVANANTHAPURAM—695 011, INDIA.

(An Institute of National Importance under Govt. of India)  
Phone—(91)0471—2443152 Fax—(91)0471—2446433, 2550728  
Email—scit@scitimst.ac.in Web site—www.scitimst.ac.in

P&A.V/22/ GAT(BME)/SCTIMST/2020

Dated: 10.01.2020

MS.PINTA MARIA  
CHALAKKAL (H)  
VENGANELLUR P.O.  
THRISSUR-680586

Sir/Madam,

Sub: Offer of appointment as Graduate Apprentice in Biomedical Engineering

With reference to the interview you had with the Board of Selection on 25.11.2019, we are pleased to offer you an appointment as **Graduate Apprentice in Electronics and Instrumentation Engineering** under the Apprenticeship Act of The Govt. of India.

The training will be for a period of one year from the date of joining. You will be paid a stipend of Rs.9000/- per month.

You will be required to execute a bond with the Director of this Institute. The Institute does not guarantee job on completion of the training.

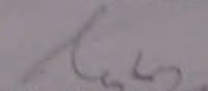
You will be eligible for the training only if, the period between the date of commencement of training and the date of acquiring the qualification (date of commencement of training and the date of issue of last mark list) is less than three years.

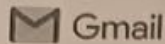
The appointment will further be subject to producing the following at the time of joining duty:-

- (a) Information as in the proforma appended supported by documentary evidence wherever necessary (documents in original with true copies attested by a Gazetted Officer).
- (b) Four copies of your recent passport size color photograph.

If this offer of appointment is acceptable to you on the conditions stipulated above, you are requested to intimate your acceptance **immediately** and report for duty/medical examination **on or before 17.01.2020**. If nothing is heard from you within the stipulated time this offer of appointment will stand cancelled without further reference to you.

Yours faithfully,

  
ADMINISTRATIVE OFFICER  
(FOR DIRECTOR)



Megha Biju <meghabijuttk@gmail.com>

---

**Fwd: Update: Skype Interview**

---

HR Sahrdaya <hr@sahrdaya.ac.in>  
To: meghabijuttk@gmail.com, meghnanmw@gmail.com

Tue, Apr 24, 2018 at 4:13 PM

Congrats both of you.

Please call me for your confirmation.

Mob : 9846023598

Dear Madam,

We would like to extend our sincere gratitude towards the great support during the interview of the candidates.

We are glad to announce that the following candidates are selected for the post of Clinical Application Specialist in our organization.

1. Megha Biju
2. Meghna Wilfred

**Designation**

The candidates will be appointed as Clinical Application Specialist with Numex Healthcare. Numex Healthcare is an equal opportunity organisation and accentuate career promotion based on performance appraisals.

**Responsibilities**

The job responsibility primarily is in line with clinical customer support interface with Numex Healthcare and different clinical / Hospital settings with in UAE and or the area operations of Numex Healthcare.

**The Work Visa:**

The work visa carries profession as Biomedical Engineer and the pre-requisite of the visa is valid Engineering Degree attested by the Ministries of Education, Human Resources and External Affairs in India and the Ministry of external affairs and Foreign Affairs in UAE.

**Probation Period:**

First 6 months of the employment term will be considered as probation period and during this period the employee will be evaluated for their performance in commensurate with the credential of the organisation. The employment contract is in accordance with the laws and guidelines of UAE Ministry of Labour and will be renewed in every two years.

**Salary Allowances:**

The salary structure of the employee will be as follows.

**Probation Period:** AED 4000 and other allowances

Basic Salary: AED 3000

Other Allowance: AED 500

Conveyance Allowance: AED 500 (limited to a maximum of 500 per month, in actuals)

- A fixed one-time allowance of AED 3000 will be provided during the end of probation period towards obtaining the UAE driving License.

**Regular Employment Period (Post Probation):** AED 5000 and other allowances

Basic Salary: AED 3000  
Allowance: AED 500  
Vehicle Allowance: Allowance equivalent to 1/60 months of the cost of the car; limited to a maximum of AED 1000 per month  
Fuel Allowance: in Actuals limited to maximum of AED 500 per month  
Miscellaneous: Limited to maximum of AED 100 per month (Allowance for Road toll, Parking Etc)  
Telephone Allowance: Post-paid package preloaded with local calls and Data

**Health Insurance:**

Organisation covers individual health insurance benefits to the employees.

**Annual Leave:**

Employees are eligible for 30 days of paid annual vacation after the completion of 11 months of employment.

**Air Ticket:**

Employees are eligible for economic class two-way (onward & return) ticket to the point of hire, along with annual vacation.

**Trainings:**

Numex Healthcare will provide necessary trainings both in house and overseas as per the requirement.

**Commitment:**

The employer look forward for a minimum commitment of 4 years to serve the organization as it involves extensive levels of trainings to prepare for the professional requirement.

**Date of Joining:** Immediate; not later than 20 May 2018

We request you to kindly share the above information with the candidates for their read through.

Please feel free to contact us directly for any clarification regarding the above.

If the above terms are acceptable, the candidates are requested to respond within 7 days through their mail address for receiving the employment offers individually.

Best regards,

**Jiji Kumar**

Numex Healthcare

Dubai, United Arab Emirates

LETTER OF INTENT

Date: 17 - Jan - 18

Name: Bebin Benny

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the **company**) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of **INR 162000/-**, (Rupees One Lakh and Sixty Two Thousand Only), payable as per the following structure:

1. Annual Base Pay of **INR 137700/-**, per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of **INR 24300/-**, per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHILSEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.

Tel. : +91 – 422 – 666 5000

www.amazon.com

CIN: U72200KA2004FTC034233

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

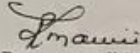
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

  
Zonunmawii Renthlei  
SR. HR Business Partner

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.

Tel. : +91 – 422 – 666 5000

[www.amazon.com](http://www.amazon.com)

CIN: U72200KA2004FTC034233





Sonolith  
i-move

# Certificate

Awarded to

**Mr. Albin Joseph**

For his successful completion of the level 2 Sonolith I-Move Technical Training.  
This certificate allows his/her owner to provide support on the concerned system  
during one year after certificate delivery

14/12/2018

*Instructor*

T. MANSOUR

L. PROPIE

*Technical manager*

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Interim Offer Letter

Date: 19th JAN 18

Dear KEVINA KUBIYAN

Welcome to the Vee Family...!  
Congratulations!!! We are pleased to inform you that, you have been shortlisted for training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of Rs 50,000 to the company.

On successful completion of the training you will be on boarded on rolls of Vee Technologies as MEDICAL CODER TRAINEE. Our on boarding team will be in touch to update your date of joining and location before two weeks.

This is only an interim offer and the training start date may be postponed or proponed based on the business need of the organization. The company or the educational institution will not be liable to the student to hire them if the business scenario changes.

After completing the joining formalities for training, based on the business requirements we would confirm the place of training and work and the candidates should be flexible to work from any of our locations.

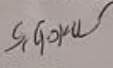
You are required to submit the following documents while reporting to the duty:

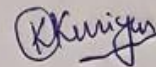
- Photocopy of Academic Marks Cards (SSLC/HSC/Degree) - 2 Sets
- Photocopy of Address proof (Ration Card/Voter ID/Passport) -3 Copies
- Photocopy of ID Proof (Aadhar/Pan Card/Driving License)- 3 Copies
- 3 Passport size & 3 Stamp Size Photographs
- Reference Numbers of 3 persons (2 Professional and 1 Personal as per Annexure – 1)
- Family Photo for ESI Coverage (2 Post card Size)
- Original SSLC or HSC document should be deposited with the company
- All Other original documents (Academic, Address & ID Proof) Should be furnished for verification.

The facilities like hostel, Canteen and transport are optional services and may be available at certain locations, and the employee cannot demand the services

For any help/queries, Please write to [campusconnect@veetechnologies.com](mailto:campusconnect@veetechnologies.com)

With best wishes,  
for Vee Technologies Pvt. Ltd.,

  
Gokulakannan S  
Senior Team Lead – Human Resource

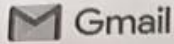


**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2226 6677

**Salem:** 4/14, Reddipatty Road, Mamangam, Salem - 636 302, Tel:+91 427 2341 064

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235

**USA:** New York, 90 Park Avenue Suite 1700, New York, NY 10016, Tel:646 837 0837



Kevina Kuriyan <kuriyankevina3@gmail.com>

---

## Amazon Joining Process- Status Update

1 message

Tue, May 15, 2018 at 6:35 PM

Narayanan, Nidin <nidinnar@amazon.com>  
To: "Narayanan, Nidin" <nidinnar@amazon.com>  
Cc: "Narayanan, Nidin" <nidinnar@amazon.com>

Dear Candidate,

Congratulations on your selection with Amazon!

This mail is to inform you, that we are in the process of finalizing the Date of Joining for the skill set that you have been hired for and will soon connect with you with further details on your documentation process.

Please Note: Due to change in hiring demand, your joining at Amazon would happen anytime in the next few months.

We urge you to have patience and wait to hear from us on the next course of action.

We will continue to keep in touch with you via Email, Phone calls or SMS.

**Note: - Please ignore if you have already attended the documentation process.**

In-case, you have any questions, please feel free to call us on 9500522002 or write to us at [nidinnar@amazon.com](mailto:nidinnar@amazon.com)

Thanks and Regards,

Nidin Narayanan

Recruiter |CS- CJB10|

+91-9500522002





# DAYA

## GENERAL HOSPITAL LIMITED



No. V/302 & 303, Shomur Road, Near Viyyur Bridge, Thiruvambadi P O, Thrissur - 680 022, Kerala.  
E-mail: daya.hospital@gmail.com, Ph : 0487-2475100 (30 Lines), 2334690, 2330543

No. DGH/HR2/122/19

01/04/2019

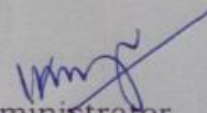
### TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. **Sana Shamsudeen, Ambalath Veettil House, P O Pazhuvil, Thrissur** has completed six months training in Bio Medical Department of this hospital during the period from 01<sup>st</sup> October 2018 to 30<sup>th</sup> March 2019.

Daya General Hospital Limited is a 250 bedded hospital with surgical speciality consisting of Department of Cardiology, Critical Care Unit, Kidney Transplantation Unit, Gastroenterology General Surgery, General Medicine, Neuro Surgery, Neurology, Gynecology, Urology, Nephrology with Dialysis, Ophthalmology, Orthopedics, Pediatrics, Pediatric Surgery, Psychiatry, Vascular Surgery, ENT, Radiology, Dermatology and Dental with advanced facilities in Operation Theatres, ICUs and Labour Room with Neonatal ICU.

During this period her character and conduct are found to be good.

We wish her all the success in her future career.

  
Administrator



**ADMINISTRATOR**  
**DAYA GENERAL HOSPITAL LIMITED**  
No.V/302 & 303, Shomur Road  
Near Viyyur Bridge,  
Thiruvambady P.O., Thrissur-680



# MS Technologies

Room No - 331, II Floor, Taxi Stand Building, Chakkarakkal, Kannur, Kerala - 670 613  
Ph : +91 495 4016001, +91 97451 70678, E-mail : mstechnologiesclt@gmail.com

20/03/2019

## TO WHOM-SO-EVER-IT MAY CONCERN

This is to certify that Ms **AKHILA D** daughter of Mr. **SASI PRAKASH** Worked as **APPLICATION SPECIALIST** in our company from **17<sup>th</sup> July 2018 to 10<sup>th</sup> march 2019** with our entire satisfaction. During her working period we found her a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. she is amiable in nature and character as well. we have no objection to allow her in any better position and have no liabilities in our company.

We wish her every success in life.

Sincerely

SHERIN K P  
MS Technologies  
Reg Office, Room- 331  
2nd Floor, Taxi Stand Building  
Chakkarakkal, Kannur - 670643  
Ph: 4954016001  
MANAGING DIRECTOR





Dear Mr Albin Kuriakose,

With reference to your application and the subsequent interview you had with us, We are pleased to appoint you as Intern – Trainee Engineer with effect from 25- 09-2018 as per Terms and Conditions detailed below.

1. Through you are appointed for an assignment the management has the right to reshuffle your responsibilities or transfer your service to any area assigned to the company. Your appointment is also subject to the general rules regulations and policies of the company that are in force from time to time.

2. You should work a minimum period of six months as a Business Development Executive Trainee to be eligible for getting the Certificate.

3. You should serve the company during the service period honestly, diligently and conscientiously devoting the whole of your time and attention to discharge you duties and such other work relating to the business of the Company, which the management entrust you with.

4. You should maintain the secrecy of documents and information entrusted to you and on no account shall divulge or disclose either in full or in part to any one on any reason.

5. On the termination of your services from the company, yourself or your legal representative shall deliver to the company all documents, papers, materials and other properties of the company in your possession or custody or under your control to the satisfaction of the management.

6. During the period of your service, you shall not work in any other company or engage in private business without the prior written permission of the management.

7. In case misconduct or violation of the terms of employment, incompetence, dishonesty, insubordination, gross negligence of breach of trust or personal data being

45/279, Koothapady Road, Thammanam, Ernakualm, Kerala, India – 682032

Tel – 0484 3192369 , 9446507619

[info@ibismedical.net](mailto:info@ibismedical.net) , [www.ibismedical.net](http://www.ibismedical.net)



furnished by you found wrong, the company the reserve the right to terminate the service without any notice or claim compensation in lieu thereof and also to take disciplinary or legal action whichever is so desired by the management.

8. During the period of service, you will use the property of company as your own with utmost care.

9. You will be subject to service rules as applicable to the establishment, framed and amended from time to time

Please return the duplicate copy of this letter duly signed by you in token of acceptance of this offer and as accepted in good health and mental capacity

For Ibis Medical

Sujith S  
Managing Director

21-07-2018



## LETTER OF INTENT

**Date: April 3, 2018**

Name: Serene Pauly

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("**LOI**") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the **company**) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of **Rs. 158950/- per annum** The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

Tower B- 3rd Floor, India Land Tech Park Private Limited , Chill SEZ Area,  
Keeranatham Village , Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu

Tel: +91-422-666 5000

[www.amazon.com](http://www.amazon.com)

CIN :U72200KA2004FTC034233





In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

A handwritten signature in blue ink, appearing to read "Ramya Galla".



**Ramya Galla**  
Recruitment Manager, CS HR

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur - 641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear Angha G Nair,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr. Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear Dinna Mariya,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear Amritha Ajayan,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr. Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur 641602  
Tel No: 0421 - 4352121  
[www.bluezinfo.com](http://www.bluezinfo.com)

Date: 27/11/2017

Dear Manjusha T M,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr. Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

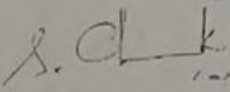
Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

  
AUTHORIZED SIGNATORY



Infomatic

# BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear Sreeshma,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on **"Monday to Saturday, 9.00 AM to 7.00 PM"** initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY

Ref. No: 52/JO/HR/CYRIX/2018  
Date: 12<sup>th</sup> June 2018

To,  
Mr. Leeson Jose  
Attolaran (H)  
Kurichikara PO, Panganomkad, Thrissur  
Kerala-680028

**SUBJECT: JOB OFFER LETTER**

Dear Mr. Leeson Jose

Congratulations!

Cyrix Healthcare Pvt. Ltd. is pleased to offer you the position of **Sales Engineer** for our organization. We are excited about the potential that you bring to our company.

You are being offered a CTC of Rs. 1,50,000 p.a.. You will be under Probation period for Six months and after satisfactory performance in Probation period; you will be on permanent payroll. Probation period may extend as per individual performance level. Your employment terms is subject to change as per company standards and requirements.

Please sign the enclosed copy of this letter and return it to us to indicate your acceptance of this offer by today itself. On receipt of the acceptance, we shall send the joining formalities. We would like to join by A.S.A.P. Your reporting area is subject to change as per requirements of Company.

We are confident that you will be able to make a significant contribution to the success of our Cyrix Healthcare Pvt. Ltd. and look forward to working with you.

Best Regards,



For CYRIX HEALTH CARE PVT. LTD.

I accept the offer as outlined above and shall join by (date of joining) 20-06-2018

(Name & Sign) LEESON JOSE

(Date) 20-06-2018

Ref. No: 14/JO/HR/CYRIX/2018

Date: 4<sup>th</sup> May 2018

To,  
Mr. Srivishnu K H  
Kalapurackal Kongorppilly  
Ernakulam, Kerala

**SUBJECT: JOB OFFER LETTER**

Dear Mr. Srivishnu K H

Congratulations!

Cyrix Healthcare Pvt. Ltd. is pleased to offer you the position of **Sales Engineer** for our organization. We are excited about the potential that you bring to our company.

You are being offered a CTC of Rs. 1,94,232 p.a.. You will be under Probation period for Six months and after satisfactory performance in Probation period; you will be on permanent payroll. There will be performance check after three months and respective performance based increment shall be applicable. Probation period may extend as per individual performance level. Employment location and project is subject to change as per business requirements.

Please sign the enclosed copy of this letter and return it to us to indicate your acceptance of this offer by today itself. We would like to join by 7<sup>th</sup> May 2018. Kindly confirm your acceptance over this offer and joining procedures shall be informed accordingly.

We are confident that you will be able to make a significant contribution to the success of our Cyrix Healthcare Pvt. Ltd. and look forward to working with you.

Best Regards,

For CYRIX HEALTH CARE PVT. LTD.



---

I accept the offer as outlined above and shall join by (date of joining) \_\_\_\_\_

(Name& Sign) \_\_\_\_\_

(Date) \_\_\_\_\_



**ANNEXURE-A**

Salary bifurcation:-

Salary Component	Monthly	Annually
Basic	9,100.00	109,200.00
D.A.	5,915.00	70,980.00
H.R.A.	-	-
Children Education Allowance	-	-
Conveyance Allowance	-	-
Medical Allowance	-	-
Special Allowance	-	-
<b>Gross Salary</b>	<b>15,015.00</b>	<b>180,180.00</b>
P.F. - Employee Contribution 12%	-	-
ESIC - Employee Contribution 1.75%	263.00	3,156.00
Labour Welfare (Employee Contribution)	20.00	240.00
*TDS	-	-
<b>Net Salary</b>	<b>14,732.00</b>	<b>176,784.00</b>
PF - Employers Contribution 13.61%	-	-
Gratuity 4.81%	438.00	5,256.00
ESIC - Employers Contribution 4.75%	713.00	8,556.00
Labour Welfare (Employee Contribution)	20.00	240.00
# Performance Incentive	-	-
<b>Cost to Company (CTC)</b>	<b>16,186.00</b>	<b>194,232.00</b>

\* TDS will be applicable as per law

Best Regards,



For CYRUX HEALTH CARE PVT. LTD.

I accept the offer as outlined above and shall join by (date of joining) \_\_\_\_\_

(Name& Sign) \_\_\_\_\_

(Date) \_\_\_\_\_

EMPLOYEE



**Arya**  
Rajeev

**IQVIA**

**12/07/2023**



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear Jinimol Antony,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr. Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



27/12/2018

JOSE PETER  
KODUTHOTTIYIL (H) ELANJI P O ALAPURAM ERNAKULAM (DIST) KERALA  
ELANJI, 686665

Dear JOSE PETER,

Welcome to IQVIA™  
On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Clin Process Coord - 110}. You will be based in Bangalore, India (QBAN). Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

**ANNUAL GUARANTEED PAY : INR 240,100.00**

**PROVIDENT FUND : INR12966**

**COST TO COMPANY : INR253,066**

**Detailed break up of salary will be shared separately.**

**VARIABLE PAY** - You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion. You will be eligible for payments under any such programs (performance linked bonus, annual incentive plan etc.) only if you are in active employment of IQVIA as on the date of payment. Employees are considered to be in "active employment" if they have not tendered their resignation.



**WIMWI FOODS PRIVATE LIMITED**



**Emp Name : Jyothis Josep**  
**Emp code : wimiwi113**  
**Designation : Production Supervisor**

  
**Issuing Authority**



## Dr. Reddy's Email Offer 2019 | Krishnakeerthi K B

1 message

Sandeep Dava <sandeepdava@drreddys.com>

Thu, Feb 21, 2019 at 4:40 PM

To: krishnakeerthikichu95@gmail.com <krishnakeerthikichu95@gmail.com>

Cc: harish.p@biozeen.com <harish.p@biozeen.com>, Sweta Choudhary <swetachoudhary@drreddys.com>

Dear **Krishnakeerthi K B,**

### Congratulations!

Based on our interaction with you, we are pleased to offer you a position of **Technical Trainee**.

In terms of **Overall Cost to Company (Overall CTC)**, we are offering you **Rs.4 Lakhs per annum (Rupees Four lakhs Only)**. The details of your compensation break-up is attached. Apart from the above, you will be entitled for relocation allowance as enclosed in the email.

**As a part of the joining formalities, you will be required to undergo a pre-employment medical check up. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any of the attached SRL/ Apollo diagnostic centers and carry a copy of the Pre-employment medical form, along with a passport sized photograph and photo identification proof (PAN card / Driving Licence / Passport).**

If you have any clarification on the offer, please feel free to discuss the same with me. As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer by **22<sup>nd</sup> Feb, 2019** of receipt of this email.

Note:

- a) Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification
- b) Your date of joining is **04<sup>th</sup> Mar, 2019**
- c) Complete your Pre-Employment medical checkup by **26<sup>th</sup> Feb, 2019**.
- d) Reporting Location: Leadership Academy, Dr.Reddy's Laboratories Ltd, Bachupally, Hyderabad

The purpose of our existence is "**We accelerate access to affordable and innovative medicine because Good Health Can't Wait**". This in itself makes our working at Dr. Reddy's meaningful and exciting. We are glad to have you join us in this journey.

Sandeep Dava

Corporate HR



Dr. Reddy's Laboratories Ltd.

8-2-337, Road No. 3, Banjara Hills,

Hyderabad - 500034. Telangana, India.

Mobile: +91 98855 25586

E-mail: [sandeepdava@drreddys.com](mailto:sandeepdava@drreddys.com) | Website: [www.drreddys.com](http://www.drreddys.com)

**Good Health Can't Wait.**







Disclaimer

This message may contains legally privileged and/or confidential information. If you are not the intended recipient(s), or employee or agent responsible for delivery of this message to the intended recipient(s), you are hereby notified that any dissemination, distribution or copying of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete this e-mail message from your computer.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

---

**6 attachments**

-  **Conflict of Interest Policy with Declaration.pdf**  
86 KB
-  **Relocation - TT.pdf**  
136 KB
-  **TT.pdf**  
12 KB
-  **Updated List of Wellness OCT 2016..xls**  
43 KB
-  **AHLL Escalation Matrix - 05042018 with AHCN centres.xlsx**  
56 KB
-  **Pre-employment Medical Examination.pdf**  
246 KB



5/02/2020

**MARIYA ELIAS** MARIYA ELIAS  
VARAPPATHUKUZHAYIL HOUSE K.A.U. P.O. KAIRALY NAGAR  
VELLANIKKARA, 680651

Dear MARIYA ELIAS,

Welcome to IQVIA™  
On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Trainee Clin Data Coord - 110}. You will be based in Kochi, India. Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

**ANNUAL GROSS COMPENSATION : INR 266,000.00**

**PROVIDENT FUND : INR12768**

**FIXED COST TO COMPANY : INR278,768**

**ANNUAL INCENTIVE PAY TARGET\* : INR 21280**

\* The Company operates a variable performance incentive plan, the entitlement to which is linked to achievement of both individual and Company's performance targets. Entitlement and the amount payable under the plan shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under the variable performance incentive plan are not



guaranteed.

**TOTAL COST TO COMPANY : INR300,048**

**Detailed break up of salary will be shared separately.**

**BENEFITS:**

- **Gratuity:** The eligibility and amount of this benefit is as per the applicable laws.
- **Leave Eligibility:** All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- **Group Medclaim:** Employee and family members are covered as per prevailing Company Policy.
- **Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.**

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Rahul Khanna

**Senior Director, Talent Acquisition**

For IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)

Joining Date: 6/02/2020

Date: 27 Feb 2020

Name: Ms NEETHU K S  
Trainee ID: TR10306071  
Kurupathuparambil H Vellanikkara PO

ChirakkakodeThrissur680654 680654

Dear Ms NEETHU K S

**Course Registration Letter**

We are pleased to engage you as a Trainee subject to the following terms and Conditions:

1. The period of training shall be 6 Months with start date 27 Feb 2020 and end date 26 Aug 2020 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.

\*\*This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.\*\*

Doc ID: TL/214681A73CC

**TEAMLEASE SKILLS UNIVERSITY**

Office: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095, Ph: (91-80) 68243000/60012345 Fax: (91-80) 68243001

Campus: ITC Building, ITI Tarsali Campus, Tarsali, Vadodara 390009

Gujarat | Ph: 265-6189100 | email: info@teamleaseuniversity.ac.in | www.teamleaseuniversity.ac.in

9. For any regular absenteeism or if you are reported to be absconding from your On Job Training then this Course Registration letter for On Job Training shall be terminated according to the Provisions of the All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013 or any other Rules / Schemes framed thereof.

10. You're On Job training can be terminated without payment of any Stipend in the event: -

- If you are found indulging in gainful employment with any third party and If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/Surgeon attached to any Government Hospital)
- You agree to defend, indemnify and hold TeamLease harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this Course Registration Letter or for misconduct or for violation of any law or creation of any legal liability by you.

11. You shall be entitled to a consolidated stipend an amount of Rs 14013/-. You hereby authorize TeamLease Skills University to make all payments required to be made to you by TeamLease Skills University either by way of Cheque or by directly crediting the amounts to your bank account.

12. Your consolidated Stipend would be inclusive of the Employee Compensation Policies as specified herein.

Particulars	Amounts
Stipend	14000
Trainee Compensation	13
TotalAmount	14013.00
Amount In Words(Rs)	Fourteen Thousand Thirteen rupees

13. TeamLease Skills University will make available to you 200 hours of Online Course Content with regards to skills and upon confirmation by the establishment that you have commenced your training you will be provided access to the same through the Trainee Portal.

14. The eligibility criteria for the successful course completion are as follows:

- a. Successful clearance of the Online Assessment in relation to the 200 hours of Course provided as specified under clause number 13 herein
- b. Successful submission of the dissertation and satisfactory completion of viva voce by us

15. On successful completion of the above provisions (a) and (b) you shall be entitled for On Job Training cum Employability Training Proficiency Certificate. In the event of non-clearance of Online Assessment (Point (a) above) but successful completion of the On Job Training you will only be issued the On Job Training Completion Certificate

16. You shall be imparted On Job Training according to normal hours of work of the department in the establishment to which you will be attached for training.

17. The Stipend for a particular month shall be paid on or before the 10<sup>th</sup> of the following month.

18. **This Course Registration Letter shall stand automatically withdrawn from the date of your enrollment under the NEEM scheme:**

- o If you fail to submit the below-listed documents, within 15 working days from the date of you receiving this course registration letter:-
  1. Copy of your Aadhaar Card
  2. Copy of first sheet of your Bank Passbook and/or copy of a cancelled cheque along with bank details for stipend credit
  3. Copy of highest educational qualification certificate
- o If documents furnished by you are found to be false at any point in time.

**\*\*This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.\*\***

Doc ID: TLJ214681A73CC

**TEAMLEASE SKILLS UNIVERSITY**

Office: BMT Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095, Ph: (91-80) 68243000/60012345 Fax: (91-80) 68243001  
 Campus: ITC Building, ITI Tarsali Campus, Tarsali, Vadodara 390009  
 Gujarat | Ph: 265-6189100 | email: info@teamleaseuniversity.ac.in | www.teamleaseuniversity.ac.in

Any disagreement or dispute between TeamLease Skills University and You arising out of the Terms and Conditions of this Course Registration Letter or any other Terms intimated to you from Time to Time with reference to this Course Registration Letter or Incidental or ancillary thereto, shall be referred to and governed by the provisions of the terms laid of the All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations 2013.

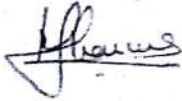
**ENDORSEMENT**

I hereby confirm acceptance of the above Course Registration letter, on the terms and conditions stipulated therein and hereby declare that (1) I am currently not employed (Part Time / Full Time / Fixed Term Contract) for gains with any third party and that I hold a Graduate / Diploma Certificate from a recognised university or am pursuing a Graduate / Diploma Course from a recognised University (2) On the date of Commencement of the On Job Training I shall be/ am above the age of 16 years and during the subsistence of the On Job Training Period, I shall not exceed the age of 40 years (3) I am mentally and physically fit to undergo the On Job Training as specified in this Course Registration Letter.

I hereby confirm that with the acceptance of my first Stipend it will be a conclusive proof of my acceptance of the terms and conditions laid out in this Course Registration Letter. I understand and agree that this Course Registration Letter does not confer employment by TeamLease Skills University or any guarantee of employment.

**For TeamLease Skills University**

Accepted and Agreed



\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
Signature and date:  
Name: NEETHU K S

**Note :** The acknowledged copy to be dispatched to below mentioned address :

To ROPS Team, TeamLease Services Ltd, 8<sup>th</sup> Floor, BMTC Commercial Complex, 80ft road, Koramangala, Bangalore-5600 95.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**30-Oct-2019**

**C3718644**

**Pooja S Nathan**

**Pooja House , Haritha Nagar , Near Mannam , Nemmara P O Kerala 678508**

Dear **Pooja**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Bengaluru**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- **Customer Service Associate**

Career Level- **12**

Sublevel - **3**

Talent Segment-**Business Process Delivery**

Business Deal-**Contact Center**

Your annual total cash compensation will be **INR 384290** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 332000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the **FY20** (September **2019** to August **2020**) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **15.75%** of the prorated fixed pay in the **FY20**, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year.

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

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

Your employment with the Company will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

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

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

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

**Pooja**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **ananya.b.roy** at **9739487447** should you have anything you would like to discuss further.

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



Ramesh K  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[Insert full legal name]  
Date:

Candidate's signature \_\_\_\_\_

## **ANNEXURE 1**

Your compensation is as mentioned below:

<b>Total Cash Compensation</b>		
	Annual(INR)	
(A) Annual Fixed Compensation*	<b>INR 332000</b>	
(B) Variable Bonus earning potential	Min.	Max.
	<b>0%</b>	<b>15.75%</b>
Annual Total earning potential (A+B)	Min. <b>INR 332000</b>	Max. <b>INR 384290</b>

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

### **Note: For International Worker Only\***

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

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

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

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

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

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.  
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.  
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:
  - 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

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

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

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



**ANNEXURE 3**

**DECLARATION**

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

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

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

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_

[Insert full legal name]

Date:

## **ANNEXURE 4**

### **REQUIRED DOCUMENTATION**

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESCI and other.



5/02/2020

PRIYA KRISHNAN  
KAITHAPARAMBIL HOUSE  
P O ALOOR, 680662

Dear PRIYA KRISHNAN,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Trainee Clin Data Coord - 110}. You will be based in Kochi, India. Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

**ANNUAL GROSS COMPENSATION : INR 266,000.00**

**PROVIDENT FUND : INR12768**

**FIXED COST TO COMPANY : INR278,768**

**ANNUAL INCENTIVE PAY TARGET\* : INR 21280**

\* The Company operates a variable performance incentive plan, the entitlement to which is linked to achievement of both individual and Company's performance targets. Entitlement and the amount payable under the plan shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under the variable performance incentive plan are not

guaranteed.

**TOTAL COST TO COMPANY : INR300,048**

**Detailed break up of salary will be shared separately.**

**BENEFITS:**

- Gratuity: The eligibility and amount of this benefit is as per the applicable laws.
- Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- Group Medclaim: Employee and family members are covered as per prevailing Company Policy.
- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Rahul Khanna

**Senior Director, Talent Acquisition**

For IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)

Joining Date: 6/02/2020



5/02/2020

SHAHIN KURIKKAL  
KURIKKAL HOUSE  
MALAPPURAM 676 505.

Dear SHAHIN KURIKKAL,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Trainee Clin Data Coord - 110}. You will be based in Kochi, India. Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

**ANNUAL GROSS COMPENSATION : INR 266,000.00**

**PROVIDENT FUND : INR12768**

**FIXED COST TO COMPANY : INR278,768**

**ANNUAL INCENTIVE PAY TARGET\* : INR 21280**

\* The Company operates a variable performance incentive plan, the entitlement to which is linked to achievement of both individual and Company's performance targets. Entitlement and the amount payable under the plan shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under the variable performance incentive plan are not

guaranteed.

**TOTAL COST TO COMPANY : INR300,048**

**Detailed break up of salary will be shared separately.**

**BENEFITS:**

- Gratuity: The eligibility and amount of this benefit is as per the applicable laws.
- Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- Group Medclaim: Employee and family members are covered as per prevailing Company Policy.
- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Rahul Khanna

**Senior Director, Talent Acquisition**

For IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)

Joining Date: 6/02/2020



# Goan Institute<sup>R</sup> International Consociation of Education Pvt.Ltd. [GICE]

Date: 05-April-2019

To,

Name: Shery George

Personal & Confidential

Address: Marathampilly House, Kalletumkara, Thrissur

Department: Training

Employee ID: GICE-05-04-2019-1134

## SUB: LETTER FOR JOINING SUMMONS

With reference to your application, interview, discussion and demonstration class, we are pleased to offer you the assignment on the following terms and conditions.

- You will be designated as 'Skill Development Consultant Faculty', and your initial place of appointment will be anywhere in South India.
- The exact place of posting will be decided and intimated to you during the time of training at Cochin.
- The nature of the job is to train School/ College students the skills such as Life skills and Soft skills, and the method of training is interactive.
- Your service schedule will commence on 3<sup>rd</sup> June 2019 in the School/ College where you will have been posted after the successful completion of the 'In house training' (The training and teaching practice from the GICE office/school before starting the work in the school/college).
- You will be on probation for a period of nine months from the date of joining in the School/ College.
- You will be remunerated the consultation fee for the service rendered by you in the following manner:

Consultant Pay	-Rs. Seven thousand five hundred only per month
H.R.A.	-Rs. Two thousand only per month
Conveyance Allowance	-Rs. One thousand only per month
Education Allowance	- Rs. One thousand only per month
Food Allowance	- Rs. Two thousand only per month
Medical Allowance	- Rs. One thousand only per month
Uniform Allowances	- Rs. One thousand only per month
Special Allowance	- Rs. One thousand only per month

Total remuneration per month: Rupees **SIXTEEN THOUSAND FIVE HUNDRED** only.

The above rates of pay are applicable only if the candidate is willing to take up employment at the place of posting decided by GICE.

Candidate's Name & Sign *SHERY GEORGE*

*Educational Establishment for Excellent Education!*

Manjooran Estate, Ground Floor,  
Edappally Junction, Cochin-682024  
[www.gicenglishgroup.com](http://www.gicenglishgroup.com)

E-Mail: [giceworld@gmail.com](mailto:giceworld@gmail.com)  
0484-2801994  
[www.facebook.com/goaninstitute](http://www.facebook.com/goaninstitute)

**ICON**

A Symbol of Excellence



**JEENA MARIA**

**Emp No: 00094251**

*Retha SM*

Issuing Authority





LETTER OF INTENT

Date: 20/09/18

Name: HARIKRISHNAN R MENON

Dear HARIKRISHNAN

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of CS Associate on a Fixed Term Employment for term less than 12 months at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 90 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 90 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 144500/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.  
Tel. : +91 – 422 – 666 5000

www.amazon.com

CIN: U72200KA2004FTC034233



5/02/2020

**CHRISTEENA JOSE**  
MENACHERY HOUSE  
THRISSUR, 680555

Dear CHRISTEENA JOSE,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Trainee Clin Data Coord - 110}. You will be based in Kochi, India. Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

**ANNUAL GROSS COMPENSATION : INR 266,000.00**

**PROVIDENT FUND : INR12768**

**FIXED COST TO COMPANY : INR278,768**

**ANNUAL INCENTIVE PAY TARGET\* : INR 21280**

\* The Company operates a variable performance incentive plan, the entitlement to which is linked to achievement of both individual and Company's performance targets. Entitlement and the amount payable under the plan shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under the variable performance incentive plan are not

guaranteed.

**TOTAL COST TO COMPANY : INR300,048**

**Detailed break up of salary will be shared separately.**

**BENEFITS:**

- **Gratuity:** The eligibility and amount of this benefit is as per the applicable laws.
- **Leave Eligibility:** All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- **Group Medclaim:** Employee and family members are covered as per prevailing Company Policy.
- **Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.**

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Rahul Khanna

**Senior Director, Talent Acquisition**

For IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)

Joining Date: 6/02/2020



The only Global Services company backed by its own university.

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Interim Offer Letter

Date: 19<sup>th</sup> JAN 18

Dear GAJAN VARGHISE

Welcome to the Vee Family...!

Congratulations!!! We are pleased to inform you that, you have been shortlisted for training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of Rs 50,000 to the company.

On successful completion of the training you will be on boarded on rolls of Vee Technologies as MEDICAL CODER TRAINEE. Our on boarding team will be in touch to update your date of joining and location before two weeks.

This is only an interim offer and the training start date may be postponed or proposed based on the business need of the organization. The company or the educational institution will not be liable to the student to hire them if the business scénario changes.

After completing the joining formalities for training, based on the business requirements we would confirm the place of training and work and the candidates should be flexible to work from any of our locations.


You are required to submit the following documents while reporting to the duty:

- Photocopy of Academic Marks Cards (SSLC/HSC/Degree) - 2 Sets
- Photocopy of Address proof (Ration Card/Voter ID/Passport) -3 Copies
- Photocopy of ID Proof (Aadhar/Pan Card/Driving License)- 3 Copies
- 3 Passport size & 3 Stamp Size Photographs
- Reference Numbers of 3 persons (2 Professional and 1 Personal as per Annexure – 1)
- Family Photo for ESI Coverage (2 Post card Size)
- Original SSLC or HSC document should be deposited with the company
- All Other original documents (Academic, Address & ID Proof) Should be furnished for verification.

The facilities like hostel, Canteen and transport are optional services and may be available at certain locations, and the employee cannot demand the services

For any help/queries, Please write to [campusconnect@veetechnologies.com](mailto:campusconnect@veetechnologies.com)

With best wishes,  
for Vee Technologies Pvt. Ltd.,

  
Gokulakannan S  
Senior Team Lead – Human Resource

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

**Salem:** 4/14, Reddipatty Road, Mamangam, Salem - 636 302, Tel: +91 427 2341 064

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel: +91 044 2433 1235

**USA:** New York, 90 Park Avenue Suite 1700, New York, NY 10016, Tel: 646 837 0837

[www.veetechnologies.com](http://www.veetechnologies.com)

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Interim Offer Letter

Date: 19th JAN 18

Dear PADMA SOONAM

Welcome to the Vee Family...!

Congratulations!!! We are pleased to inform you that, you have been shortlisted for training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of Rs 50,000 to the company.

On successful completion of the training you will be on boarded on rolls of Vee Technologies as MEDICAL CODER TRAINEE. Our on boarding team will be in touch to update your date of joining and location before two weeks.

This is only an interim offer and the training start date may be postponed or proponed based on the business need of the organization. The company or the educational institution will not be liable to the student to hire them if the business scenario changes.

After completing the joining formalities for training, based on the business requirements we would confirm the place of training and work and the candidates should be flexible to work from any of our locations.


You are required to submit the following documents while reporting to the duty:

- Photocopy of Academic Marks Cards (SSLC/HSC/Degree) - 2 Sets
- Photocopy of Address proof (Ration Card/Voter ID/Passport) -3 Copies
- Photocopy of ID Proof (Aadhar/Pan Card/Driving License)- 3 Copies
- 3 Passport size & 3 Stamp Size Photographs
- Reference Numbers of 3 persons (2 Professional and 1 Personal as per Annexure – 1)
- Family Photo for ESI Coverage (2 Post card Size)
- Original SSLC or HSC document should be deposited with the company
- All Other original documents (Academic, Address & ID Proof) Should be furnished for verification.

The facilities like hostel, Canteen and transport are optional services and may be available at certain locations, and the employee cannot demand the services

For any help/queries, Please write to [campusconnect@veetechnologies.com](mailto:campusconnect@veetechnologies.com)

With best wishes,  
for Vee Technologies Pvt. Ltd.,

  
**Gokulakannan S**  
Senior Team Lead – Human Resource



**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

**Salem:** 4/14, Reddipolty Road, Mamangam, Salem - 636 302, Tel: +91 427 2341 064

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thoraiakkam - 600 097, Tel: +91 044 2433 1235

**USA:** New York, 90 Park Avenue Suite 1700, New York, NY 10016, Tel: 646 837 0837

[www.veetechnologies.com](http://www.veetechnologies.com)

## OFFER LETTER

Dear Akhil Jose,

1. Your monthly consolidated salary will be Rs. **7000** /-(including all other allowances).
2. You are not eligible for any reimbursement of expenses. Your working time between **08.00 to 05.00**
3. You shall be on probation for a period of 6 months during the probationary period the company has the discretion to dispense with your services without any notice and without assigning any reasons.
4. Your confirmation shall be based purely on the satisfactory discharge of your duties and responsibilities to the expectation of the management, during the probationary period for such term or terms, as it may deem fit. On successful completion of the probationary period, you will be absorbed in the regular staff of the company.
5. You are liable to be posted in our any sites, anywhere in Kerala.
6. Even after confirmation, your service can be terminated by either the company or by you giving 30 days notice in writing. In case you fail to serve the 30 days notice as specified, it could be waived by paying an amount equivalent to one month's salary to the firm.
7. You are bound to show absolute integrity in all dealings with the company and shall not disclose any information concerning the company or its activities, figures or other information that may become known to you in the course of your duty.
8. You shall not directly or indirectly engage yourself in any other business or occupation or employment and shall not accept any fees, commission or honorarium whatsoever from any other party without sanction in writing.
9. Relieving certificate will be received only if you have handover all the duties and reports to the superior staff and you are liable to pay a consolidated amount for any destruction you made either in the office or in the site.
10. You will have to adhere to the rules and regulations of the company framed from time to time.
11. Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you, return to work within 2 days from the commencement of such absence or provide satisfactory explanation to management regarding such absence.
12. During the probation period, you will get **1 leave** /month and after confirmation it will be 2/month

For OLIVIA PROJECTS



Satheeshkumar K.S

(Managing Partner)

LETTER OF INTENT

Date: 17-Jan-18

Name:

Dear Anju Maria,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the **company**) before issue of the Offer Letter.

You are required to submit the following documents:

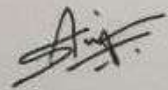
- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of **INR 187000/-**, (Rupees One Lakh and Eighty Seven Thousand Only), payable as per the following structure:

1. Annual Base Pay of **INR 158950/-**, per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of **INR 28050/-**, per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.



Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.

Tel. : +91 – 422 – 666 5000

[www.amazon.com](http://www.amazon.com)

CIN: U72200KA2004FTC034233

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.


In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore @amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

  
**Zonunmawii Renthlei**  
SR. HR Business Partner

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

  
\_\_\_\_\_  
Signature

17/01/2018  
\_\_\_\_\_  
Date



---

**Fwd: OFFER FROM CANAPPROVE - REG**

1 message

---

**Anna Jose** <annajose575@gmail.com>  
To: Remya P M <remyapm@sahrdaya.ac.in>

Wed, Mar 18, 2020 at 7:22 PM

Dear Remya mam,

As per the telephonic conversation, Im attaching the offer mail from my present company. Please do find the attachment.

With regards  
Anna Jose

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

From: **sanjeevkumar** <sanjeevkumar@canapprove.com>

Date: Fri, 12 Apr 2019, 12:43 pm

Subject: OFFER FROM CANAPPROVE - REG

To: <annajose575@gmail.com>

Cc: BINOY <ceo@canapprove.com>, <sajitha@canapprove.com>, <agm@canapprove.com>, chrd <chrd@canapprove.com>, <hima@canapprove.com>

Dear Ms. Anna Jose,

With reference to your interview and subsequent discussions had with us, the management is hereby pleased to appoint you in our Organization as **Immigration Consultant Trainee**, effective from **Thursday, May 02<sup>nd</sup> 2019** for our Thrissur Branch with a commitment of 1 year.

You have to report at the below mentioned venue at 09.30 am and need to carry the list of documents mentioned below on your joining date.

• **Venue Details:**

CanApprove Consultancy Services Pvt. Ltd.,  
6th Floor, Haya Tower,  
West Fort, Thrissur.

• **Documents: (Photo Copies)**

1. Education documents and Mark Sheets
2. Previous company offer letter (if applicable)
3. Work experience certificates
4. Relieving letter
5. Latest 3 months' salary slip (if applicable),
6. Address proof and PAN card Copy
7. Three Passport size photo.
8. HR and Reporting Manager Contact number of the Previous Organisation
9. One personal reference for our records and verification. [Personal reference can be someone who knows you personally and is working with a reputed firm/ college/ school/ institution/ government sector/ NGO; should not be an immediate family member. Please provide their email id's and contact numbers. There will be a BGV Check that will be initiated post receipt of the details.]

**This offer is valid only if you're accepting before Today EOD, April 12<sup>th</sup> 2019.**

## Looking forward for a long term association

*Thanks & Regards,*

SANJEEVKUMAR.R

(HR TEAM)

 Signature

### **Administrative Office:**

**II Floor, LTL Building**

**No.427/1, Avinashi Road**

**Coimbatore,Tamil Nadu – 641 004.**

**Mobile:95 97 08 02 24**

**E-mail: [sanjeevkumar@canapprove.com](mailto:sanjeevkumar@canapprove.com)**

**Website: <http://www.canapprove.com>**

**Facebook: [CanApprove](#)**

---

**2 attachments**

**image003.jpg**

5K

**CANAPPROVE**  
CONSULTANCY SERVICES

IMMIGRATION | EDUCATION | LEGAL

**CANAPPROVE**  
CONSULTANCY SERVICES

IMMIGRATION | EDUCATION | LEGAL

image003.jpg  
5K

**CENTRE FOR  
INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS, I.I.T. CAMPUS, CHENNAI - 600 036**

No. CIE1617235DSTXBENN

Date: 24/08/2018

To **MR. JOYAL PAUL J CHUNGATH  
CHUNGATH HOUSE POOTHOLE  
POOTHOLE (PO), THRISSUR  
KERALA**

Sir,

Sub: Short-term appointment to the post of **PROJECT ASSOCIATE**  
for the **DSTX** Project on **AUTOMATED ASSEMBLY OF MODULAR BUILDING**  
in the Department of **CIVIL ENGG.**

With reference to your application, the centre for IC & SR is pleased to engage you as **PROJECT ASSOCIATE** on purely temporary basis in the project funded by **DSTX** on the following terms and conditions:

1. You will be governed by the Conduct Rules and any orders and rules in force from time to time as applicable to the Project staff.
2. You will be paid a Consolidated Pay of Rs. 22000 /- p.m.  
(Rs. Twenty Two thousand Only)
3. Your engagement in this project will be purely temporary and for a period from 03/09/2018 to 31/12/2018.
4. Your service in one project is independent of services rendered if any in other projects, since the funding agency and pay are different.  
This temporary engagement in this project or in any other project will not confer on you any title to permanent employment, at the Centre. It may be discontinued at any time with **one month's notice** on either side during the tenure of the assignment, without assigning reasons and will come to an end as soon as the project is over or earlier if your services are not required for the project.
5. You will be relieved, from the project only after completing the due notice period or after getting 'No Objection Certificate' for relief from the Co-ordinator.
6. You are not entitled to any travelling allowance for joining the post.
7. You will be eligible to the leave etc. as per leave rules applicable to the project staff.

Note: You will be enrolled into 'Medical Insurance Scheme' by way of deducting from your pay Rs.175/- p.m. and transferring the same towards premium for the above scheme. This will not be applicable if you have registered for MS /PhD in the Institute.

8. At the time of your joining the following certificates in original ( with Xerox / attested copies) have to be produced for verification and return.
1. S.S.L.C. or School Certificate in proof of the date of birth.
  2. Certificates relating to educational and technical qualifications and previous experience, if any.
9. You have to produce the following documents also :
- a) Character Certificate (form enclosed)
  - b) Marriage Declaration (form enclosed)
  - c) Attestation (form enclosed)
  - d) A Declaration that you are not under bond or agreement or under obligation to serve the Central / State Government / University or a Public Authority / Undertaking / Institution / Autonomous body.
  - e) Relief Certificate from your present employer, if any
  - f) An undertaking assigning all rights in respect of investigations and to abide by the rules and regulations of the Centre for Industrial Consultancy & Sponsored Research (as per form enclosed)
  - g) If belonging to SC / ST, certificate in the enclosed form issued by a competent authority listed therein. The offer is provisional and is subject to the Caste / Tribe certificates being verified through proper channels and on the verification if it reveals that the claim to belong to Scheduled Caste or Scheduled Tribe as the case may be found false, this offer will be withdrawn forthwith, without assigning any further reasons and without prejudice to such further action as may be deemed fit under the provisions of the Indian Penal Code for production of false certificates.
10. If any declaration given or information furnished by you, is found to be incorrect or not in order or if you are found to have wilfully suppressed any information considered material, by the Centre, the Centre reserves itself the right to withdraw / cancel this offer at any time without prejudice to such other action as it may deem necessary.
11. **Two copies of recent passport size and one copy of stamp size colour photographs** of yours, are to be produced at the time of joining.
12. a) If you accept this offer, please communicate your acceptance in the enclosed form and join on or before **06/09/2018** .If you do not reply within this date, this offer is liable to be cancelled without further reference to you.
- b) Kindly note that you have to report to the undersigned for joining.

Yours faithfully,

  
SENIOR MANAGER - HR  
(Project Recruitment)  
IC & SR

Encl : as above

Copy to Prof. BENNY RAPHAEL  
Department of CIVIL ENGG.

Date: 15 JUL, 2019

Ms. Jennifer Laly John

CPR # 970410433  
Mobile # 35573346

Dear Ms. Jennifer

Sub: Offer Letter for Employment

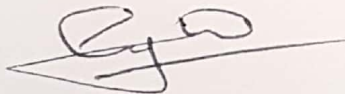
With reference to the discussions/interview you had with the undersigned, we are pleased to appoint you in the position of a "**Junior Engineer**" in our organization at Bahrain on the following terms and conditions as detailed in Annexure B.

You will be paid gross emoluments as detailed in Annexure A.

We take this opportunity to welcome you to our organization and wish you a very successful and rewarding career with us. Should you agree with the terms and conditions as attached Annexure A and B, please sign and return a copy of this later as a token of your acceptance to join us by **20<sup>th</sup> Jul, 2019**.

Thanking you,

Yours faithfully,  
For **DADABHAI CONSTRUCTION**



**AJITHKUMAR**  
Chief Executive Officer

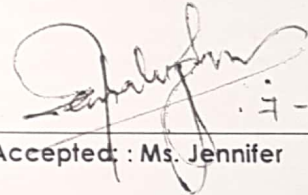


Name : Ms. Jennifer  
Title : Junior Engineer

Annexure - A

GROSS SALARY		
No	Remuneration	Amount /month
1	Basic Salary	250.000 BD/-
2	HRA	50.000 BD/-
Total Salary		<b>BD 300.000 BD/-</b>

*g*



7-09-2019

Accepted : Ms. Jennifer



Name : Ms. Jennifer  
Title : Junior Engineer

## Annexure – B

### 1. Employment

Company hereby employs you to render exclusive and full-time services as **Junior Engineer** in the Company.

You shall devote your best efforts and all of your business time to the performance of your duties under this Agreement and shall perform them faithfully, diligently and competently and in a manner consistent with the policies of the Company as determined from time to time by the Management.

### 2. Term of Employment

Your employment under this Agreement shall commence as your entry in Bahrain with our valid Visa and your service contract shall be for a period of 2 years initially. Thereafter, this Agreement shall be extended automatically for successive terms of 2 years by mutual acceptance of both the parties unless, **subject to the provisions of Clause 8** of this Agreement providing for earlier termination of Employee's employment in certain circumstances.

### 3. Accomodation & Transportation

You will be provided to and fro transportation by company from your residence to project sites.

### 4. Compensation & Benefits

The Salary set forth in Annexure – A shall be payable in accordance with the regular payroll practices of the Company. All payments hereunder shall be **subject to the provisions of clause 8** hereof.

You will be entitled to free medical treatment as per Labour Laws of Bahrain **subject to fulfillment of the provisions of clause 2** hereof.

### 5. Probation

You will be on probation for a period of 02 months. After Succesfull completion of the probation your salary will be Revised to 350 BD. In case, it is decided to terminate your service on account of unsatisfactory performance during your probation, you will be terminated and repatriated to India forthwith, and all expenses towards your recruitment shall be realized and you will not be entitled to any dues other than the salary for the period you have worked for.

### 6. Leaves

You will be entitled to **60 calendar days** leave after 2 years of service from your date of joining.

**KERALA STATE CONSTRUCTION CORPORATION LIMITED**  
A Government of Kerala Undertaking (GIN:U45201KL1975SGC002601)

Administrative Office,  
30/1521-A, Bay under the Bridge  
Northern side of Railway  
Ponnuram, Vyttila 682 019.  
Tele Fax: 0484 2339953  
E-mail: info@ksccl.in  
Web : www.ksccl



Registered Office  
Old PWD Store compound  
Near BSNL Office  
PMG Junction, Vikas Bhavan P O  
Thiruvananthapuram, Kerala  
Ph/Fax: 0471 2206120/2202881  
E mail: kscclgmtvm@gmail.com

**PROCEEDINGS OF THE MANAGING DIRECTOR**

Sub: Estt.-KSCC-Engagement of Graduate Apprentice- Posting order- reg.  
Ref: Interview held on 15.11.2018 at Cochin University of Science & Technology,  
(CUSAT), Kalamaserry, Ernakulam

**ORDER No.CC/E1/T3/99A/VOL-IV/2956 dt.24.12.2018**

We are happy to inform you that you have been selected for the Apprenticeship facility in Kerala State Construction Corporation Ltd. subject to the following conditions.

The period of Apprenticeship will be for one year from the date of joining for training. You have to execute an agreement in the prescribed form before reporting for duty. You will be paid a stipend of Rs. 7500/- (Rupees Seven Thousand and five hundred only) per month during apprenticeship period.

Normally you will not be relieved from the apprenticeship till the date of completion of the term of apprenticeship. However, in case you have to get yourself relieved from the apprenticeship before expiry of the period of one year due to any exigency, you will have to give one month notice and have to get prior approval from this office. You may report before the **Regional Manager, KSCC Ltd., Kozhikode** for duty on or before 05.01.2019 failing which this order will stand cancelled.

Yours faithfully

~~Managing Director~~

To,  
JISMI V RASHEED  
MALAPURAM

Copy to: Regional Manager, Kozhikode

Office Address:-  
Regional Manager, Kozhikode  
Near Azhakudi Devi Temple  
Thiruthiyad, Puthiyara P.O,  
Ph:0495 2770446

## OFFER LETTER

Dear S. Anuragh ,

1. Your monthly consolidated salary will be Rs. **8000** /-(including all other allowances).
2. You are not eligible for any reimbursement of expenses. Your working time between **9.30 to 5.30**
3. You shall be on probation for a period of 6 months during the probationary period the company has the discretion to dispense with your services without any notice and without assigning any reasons.
4. Your confirmation shall be based purely on the satisfactory discharge of your duties and responsibilities to the expectation of the management, during the probationary period for such term or terms, as it may deem fit. On successful completion of the probationary period, you will be absorbed in the regular staff of the company.
5. You are liable to posted in our any sites, anywhere in Kerala.
6. Even after confirmation, your service can be terminated by either the company or by you giving 30days notice in writing. In case you fail to serve the 30 days notice as specified, it could be waived by paying an amount equivalent to one month's salary to the firm.
7. You are bound to show absolute integrity in all dealings with the company and shall not disclose any information concerning the company or its activities, figures or other information that may become know to you in the course of your duty.
8. You shall not directly or indirectly engage yourself in any other business or occupation or employment and shall not accept any fees, commission or honorarium whatsoever from any other party without sanction in writing.
9. Relieving certificate will be received only if you have handover all the duties and reports to the superior staff and you are liable to pay a consolidated amount for any destruction you made either in the office or in the site.
10. You will have to adhere to the rules and regulations of the company framed from time to time.
11. Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you, return to work within 2days from the commencement of such absence or provide satisfactory explanation to management regarding such absence.
12. During the probation period, you will get **1leave** /month and after confirmation it will be 2/month

For OLIVIA PROJECTS



Satheeshkumar K.S

(Managing Partner)



**Joseph Alapatt  
Kochi**

**1<sup>st</sup> February 2018**

**PERSONAL & CONFIDENTIAL**

Dear **Joseph Alapatt,**

We are pleased to extend you an offer to join OYO as **Sales Associate, Band 1A.**

This letter will memorialize the terms of your employment by OYO. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check.

**The terms of your employment are as follows:**

**Start Date: 4<sup>th</sup> June, 2018 or earlier**

1. **PLACE OF WORK:** Your assigned work location is **Kochi**. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.
2. **Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.
3. **Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.
4. **Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.
5. **Transfer & Relocation:** You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
6. **Non –Compete:** You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (“ Restricted Business), other than through the Company.
7. **Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established

**Oravel Stays Private Limited**

**Registered Office:** Delhi Rectangle Regus, Level 4, Rectangle 1, Commercial Complex D-4, Saket, New Delhi -110017

**Corporate Office:** 9<sup>th</sup> floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: [talent.acquisition@oyorooms.com](mailto:talent.acquisition@oyorooms.com)

CIN: U63090DL2012PTC231770



in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

8. **Non – Solicitation and Non Hire of Company Employees:** You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.
9. **Probation, Confirmation & Termination:**
  - a) you will be on probation for a period of **120** days from the date of your appointment, where after, post completion of **120** days your services with the organization stands confirmed unless otherwise notified in writing through the HR team. The Company reserves the right to reduce or extend your probation period at its absolute discretion.
  - b) During the probation period/ extended period of probation, company shall be entitled to terminate your employment without cause at any time by giving you 7 calendar days’ notice or salary in lieu thereof. However, in case of cause, the Company can terminate your employment immediately. If you wish to terminate your employment with the Company during the probation period/ extended period of probation, then you shall be required to serve 7 calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
  - c) Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you **30** calendar days’ notice or salary in lieu thereof. You are also bound to provide the company with **30** calendar days’ notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.
10. **Confidentiality & Non Complete and Non Solicitation:** You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company to join a company.
11. **Term:** The Company may terminate your employment for cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.
12. **Salary:** Refer annexure – B for salary details.
13. **“Employee Agreement”:** To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as annexure A), invention assignment agreement, Oravel Stays Private Limited Confidentiality Agreement and conflict of interest agreement (collectively, the “Employee Agreements”) as a condition of your employment. You represent that your signing of this offer letter, and the Employee Agreements and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Sincerely,

Authorized Signatory

-----  
Joseph Alapatt

**Oravel Stays Private Limited**

Registered Office: Delhi Rectangle Regus, Level 4, Rectangle 1, Commercial Complex D-4, Saket, New Delhi -110017

Corporate Office: 9<sup>th</sup> floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: [talent.acquisition@oyorooms.com](mailto:talent.acquisition@oyorooms.com)

CIN: U63090DL2012PTC231770



## Annexure A

### Terms & Conditions of Employment

1. During the term of your employment with Oravel Stays Private Limited, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to Oravel Stays Private Limited, or is contrary to the policies or the interests of Oravel Stays Private Limited.
2. During the term of your employment with Oravel Stays Private Limited, you are required to disclose all material and relevant information, which may either affect your employment with Oravel Stays Private Limited currently or in the future or may be in conflict with the terms of your employment with Oravel Stays Private Limited, either directly or indirectly. If at any time during your employment, if Oravel Stays Private Limited becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Oravel Stays Private Limited reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Oravel Stays Private Limited.
3. You agree to conform to and comply with Oravel Stays Private Limited's Policy and such other directions and guidelines which Oravel Stays Private Limited may from time to time give as per its own discretion.
4. Notwithstanding anything mentioned in this Agreement, Oravel Stays Private Limited may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Oravel Stays Private Limited's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Oravel Stays Private Limited Policy or other documents or directions of Oravel Stays Private Limited, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days, or closure of the business of Oravel Stays Private Limited, or redundancy of your post in Oravel Stays Private Limited, or upon you conducting yourself in a manner which is regarded by Oravel Stays Private Limited as prejudicial to its own interests or to the interests of its clients .
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Oravel Stays Private Limited on account of salary, bonus or any other such payments.
7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement. The venue for arbitration will be New Delhi.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them.

-----  
**Joseph Alapatt**

#### Oravel Stays Private Limited

Registered Office: Delhi Rectangle Regus, Level 4, Rectangle 1, Commercial Complex D-4, Saket, New Delhi -110017

Corporate Office: 9<sup>th</sup> floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: [talent.acquisition@oyorooms.com](mailto:talent.acquisition@oyorooms.com)

CIN: U63090DL2012PTC231770



### Annexure B

Name	Joseph Alapatt	
Designation	Sales Associate	
Department	Sales	
Components	Annually	Monthly
<b>FIXED</b>		
Basic	140,000	11,667
HRA	70,000	5,833
Conveyance Allowance	19,200	1,600
Statutory Bonus	11,662	972
Flexible compensation	52,604	4,384
<b>VARIABLE</b>		
Performance Linked Incentive	80,000	
<b>RETIRALS</b>		
Employer contribution to ESIC	-	-
Employer contribution to PF	16,800	1,400
Gratuity	6,734	561
<b>BENEFITS</b>		
Medical Insurance premium	3,000	250
<b>Total CTC</b>	<b>400,000</b>	<b>26,667</b>

Note:

This letter shall confirm our conditional offer of employment to you as **Sales Associate**, subject to the following terms and conditions:

1. If you are not able complete your academic qualification successfully this year we can revoke your offer letters

Assuming favourable results are received, we will extend a final offer of employment to you in writing. Please feel free to contact me in the interim should you have any questions.

\* CTC is subject to applicable tax deductions.

\* Employer and employee's contribution to the PF will be deducted from the CTC.

A description of above components given in Annexure C.

**Authorized Signatory**

**Joseph Alapatt**

**Oravel Stays Private Limited**

Registered Office: Delhi Rectangle Regus, Level 4, Rectangle 1, Commercial Complex D-4, Saket, New Delhi -110017

Corporate Office: 9<sup>th</sup> floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: [talent.acquisition@oyorooms.com](mailto:talent.acquisition@oyorooms.com)

CIN: U63090DL2012PTC231770



### Annexure C

Basic	Paid monthly and taxable; 35% of CTC.
HRA	Paid monthly and taxable; tax exemption is available subject to submission of original rent receipts and compliance with other conditions, as specified in the company policy
Transport allowance	Paid monthly; INR 1600 per month is exempted from Income Tax
Statutory Bonus	Stat Bonus is mandatory for employees with Basic salary of upto INR 21000 p.m. For people above this threshold, this component will not exist. This will be paid monthly and is exempt from tax.
<b>Flexible compensation</b>	
Leave Travel Allowance (LTA)	You can opt for LTA to reduce tax deduction from your salary. If you join in the middle of the year, you will be entitled to LTA on a pro-rata basis. Need to be claimed through Zeta
Telephone Allowance	You can opt for telephone allowance to reduce tax deduction from your salary Paid monthly and tax free subject to submission of original telephone bills and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Meal Allowance	You can opt for Meal Allowance to reduce tax deduction from your salary. Paid monthly and tax free subject to submission of original bills for expense at restaurants, coffee shops, bakeries, food store, cafeterias etc. and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
Medical Allowance	You can opt for Medical Allowance to reduce tax deduction from your salary. Paid monthly and tax free subject to submission of original medical expense bills and compliance with other conditions, as specified in the company policy. Need to be claimed through Zeta
<b>Variable Compensation</b>	
Performance Linked Incentive	Paid monthly basis your performance and taxable
<b>Retirals</b>	
Provident Fund	Provident fund contribution is calculated @ 12% on minimum basic salary level of INR 15,000 as employer's contribution and same amount is deducted from employee's basic salary as your contribution Provident Funds and Miscellaneous Provisions Act, provides for compulsory contributory fund for the future of an employee after retirement or for his dependents in case of his early death.
Gratuity	It is payable as per Gratuity act on retirement or Employee leaving the company of minimum 5 years of continuous service.
<b>Benefits</b>	
Medical Insurance	Premium as part of CTC. Coverage of 3 Lakhs for self and immediate family
Group Life and Personal Accident Insurance	Personal Accident insurance coverage of 3 times of annual CTC to the insured person or his / her nominated beneficiary as specified in the company policy.

Notes:

#### Oravel Stays Private Limited

Registered Office: Delhi Rectangle Regus, Level 4, Rectangle 1, Commercial Complex D-4, Saket, New Delhi -110017

Corporate Office: 9<sup>th</sup> floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: [talent.acquisition@oyorooms.com](mailto:talent.acquisition@oyorooms.com)

CIN: U63090DL2012PTC231770





1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. Tax computation shall be subject to investment declaration submitted by you
3. All the above components and benefits are as per company's policies, which are subject to change from time without an prior intimation
4. Professional Tax is subject to location.

### **Documents Required**

**To make the on boarding process smooth. Kindly bring one copy of the below motioned documents on the date of Joining.**

1. PAN Card Copy
2. Aadhar Card Copy
3. Permanent Address Proof
4. Current Address Proof
5. Mark sheet and pass certificate/degree of the highest qualification
6. Last company's Offer Letter/Appointment Letter copy (If applicable)
7. Last company's Increment letter copy (If applicable)
8. Experience Letter/ Relieving Letter/Resignation Acceptance through official email  
(clearly stating that resignation is accepted and you are relieved (If applicable))
9. Last three month's Salary Slip from previous employer (If applicable)
10. Cancelled Cheque Copy (Bank Account Details)
11. 3 photographs

**You are requested to inform your HR coordinator well in advance in case you are unable to provide any of the above mentioned documents on joining day. In the absence of any above mentioned documents we will not be able to complete your joining.**

Thanks

Team HR @ OYO

#### **Oravel Stays Private Limited**

**Registered Office:** Delhi Rectangle Regus, Level 4, Rectangle 1, Commercial Complex D-4, Saket, New Delhi -110017

**Corporate Office:** 9<sup>th</sup> floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: [talent.acquisition@oyorooms.com](mailto:talent.acquisition@oyorooms.com)

CIN: U63090DL2012PTC231770

LETTER OF APPOINTMENT

DATE 04.07.2018

To

Sooraj S  
Rajashri (H), Karikkath Lane  
Thrissur  
Ph: 8714504185

Sir,

With reference to your interview and subsequent discussions had with us, we are pleased to offer you the post of Site Engineer-Trainee in our organization with effect from 04.07.2018 in the following terms and conditions:-

You will be on a probation period for 12 months from the date of your joining on the duty.

Your monthly Salary will be:

Rs. 7,000/- (Consolidated). (Other benefits upon Company Norms)

Your increments/promotions and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the organization.

- You will have to submit an agreement for 1 year indemnifying that you will be working with the company for minimum 1 year.
- If you want to leave the company before 1 year, you will have to pay minimum 3 months Salary amount as the compensation or the amount decided by the management. If you want to leave the job after 1 year you will have to give a notice in writing at least 3 months in advance or deposit salary equivalent to three months.



Date : 06-04-2019

REF: WB/OL/0141-19

Name : Ms. Anju Vincent  
Contact No : 050-1987544  
Email : anjuvincent5496@gmail.com  
Nationality : India

Dear Ms. Anju Vincent,

We are pleased to offer you the following terms and conditions of employment on behalf of the Western Beach Gen. Cont. Co.

**1. Position**

Your designated position is **DOCUMENT CONTROLLER** you will be handling all lift works using bobcat machine and other related works of the company.

**2. Duties and Responsibilities**

- File documents in physical and digital records and ensure appropriate storage.
- Review and maintain the accuracy of record, editing where necessary to ensure they are up to date.
- To liaise with and distribute project related information with all levels of the project team and potentially external parties.
- Ensure all technical documents, such as reports are collected and registered in system.
- Keep accurate records of the above: when documents are received, issued the general subject matter of each. Provide this information to the higher authorities in case of disputes.
- Responsible for updating document tracking system, validating and reporting on document review progress.
- Effectively follows company's standard operating procedures in submissions of documents.
- Ensures that all documents have no errors in filenames, submissions, etc.
- Prepares Document Transmittals, Delivery and collection of documents from other departments on regular basis.

**3. Date of Commencement**

Your employment shall commence on the day you assume your duty.

**4. Salary Details**

Basic Salary : AED 1,500.00  
Transportation :  
Accommodation :  
Other Allowance : AED 1,000.00

Total : **AED 2,500.00**

Two Thousand Five Hundred dirham only (2500.00 AED).

**5. Length of Contract**

Limited Two (2) years

**6. Term of Contract**

This offer of Employment is subject to Six (6) months probationary period during which time your progress will be assessed. Failure of the Employee to prove his capability will be entitled to pay all government expenses. Your performance will be the basis for the endorsement of your employment status.



**7. Resignation/Termination**

- In the event of resignation within two (2) years of employment, you will be requested to do the following:
  - a. Give one month's prior notice and as per UAE Labour Law
- In case of termination,
  - a. If you don't agree the terms and conditions of the company, company has the right to terminate you without giving any compensation.
  - b. Otherwise will receive whatever compensation is due to according to the UAE Labour Law
- In case resignation; the employee will be entitled to pay all the changes of resident.

**8. Personal Conduct**

Personal conduct is particularly important for all the employees who are expected to maintain proper decorum at all times. Whilst in this country, you are bound by the Company's rules and regulations and to abide by the UAE Laws and Customs.  
In case the employee failed to prove his capability will be entitled to pay all the changes of resident.

**9. Indemnity/Gratuity**

You will be entitled for the end of service indemnity payable at the end of your service with Western Beach General Contracting. The calculation of this indemnity is determined as per the UAE Labor Law applicable at the time of termination of your contract.

**10. Working Hours:**

Your normal working hours will be 51 hours per week including one hour meal break daily, i.e. your working week is 6 days and one (1) day off (every Friday) and Thursdays is until 2pm. You will be expected to work a minimum of 8 hours daily from 9:00AM-6:00 PM. The hours are extended as deemed necessary by the business levels and depends to site condition

**11. Annual Vacation**

You are entitled for a 30 days' vacation leave.

**12. Medical**

- a. Company will give you Medical Card facility.

**13.** This offer letter will be valid for one month from the date of issue.

**14.** Salary will be released after one month of joining date. If you didn't complete one month you won't get any money from the company

**15.** Proportion period will be (7) seven to (10) ten working days start when the employee join the working site Officially

It is not the intent of this letter of appointment to address all issues, which may be considered in your new assignment. It is to be understood that the Company Policy and Procedure and local Labor Laws in the UAE will apply for any elements not outlined in the context of this letter.

We look forward to you joining the Western Beach Gen. Cont. Co. and wish you every success with your new position.

Yours faithfully,

accepted by:

**Mr. Mohammed Al Obaid**  
Executive Director  
Date:

**Ms. Anju Vincent**  
Date:



**PNL Technologies Pvt Ltd**  
*Engineers and Detailers*

175DE 11nd Floor, CSEZ,  
Kakkanad, Kochin - 682 037  
Ph. 0484 - 2413371

18th February 2019

Athheena C Jose  
Chuffikkadan House  
Chittisseri, Po  
Thirissur  
Kerala.

Subject: Assignment and appointment as **Detailer Trainee**

Dear Ms. Athheena

With reference to your application, written test and personal interview you had with us on 31st January 2019 for a position in our Firm, we are pleased to inform you that you are appointed as **Detailer Trainee** on the following terms and conditions:

1. You will report for work at **SDF 17 2nd Floor, Cochin Special Economic Zone, Kakkannad, Kochi 682 037** on **Monday 18th February 2019** and work there until further orders. Office works in 2 shifts - One shift starts at 8:00 am and another starts at 4:30 pm. Your starting/training shift will be scheduled and notified within a week of joining.
2. Your appointment is subject to all Rules and Regulations governing the Staff of our Firm. From the date of joining this Firm, your gross allowance will be **Rs. 10000/- per month** as Stipend.
3. You shall, during the continuance of his service properly and faithfully, serve the Employer in such capacity as aforesaid, and will always devote your whole time, attention and energy honestly and diligently in improving the said business to the utmost of your power, skill and ability and will do and perform all such matters and things connected therewith as the Employer from time to time shall direct.
4. Your duties shall be supervised by the Lead of the Division, your projects will be managed by assigned project manager or team leader, and you shall follow all direction that falls within your duties diligently. You will ultimately be responsible to follow all directions from Managing Director, PNL and JOI Technologies, US Office.
5. The period of your probation and training will be One year. During this period, you shall discharge your duties to the fullest satisfaction of your superiors and deserve to be confirmed in the employment of the Firm. After assessing your performance, your employment and starting salary will be confirmed. Otherwise, the management has the right to (a) terminate you from the probation and training without giving any reasons, giving one week's notice or one-quarter month's salary in lieu of notice period during the first six month

period, (b) terminate you from the probation and training without giving any reasons, giving one month's notice or one month's salary in lieu of notice period after the first six month period, (c) extend your probation and training for suitable period or periods.

6. There will be no leave allowance during the probation period.

7. During the training period, you shall give 2-week's notice or forfeit two-week pay if you decide to leave the position. Monthly Stipend will be paid mid-month during the training period.

8. You are required to engage exclusively in the work assigned by the Employer and shall not take up any independent or individual assignments (whether the same is part-time or full time, in an advisory capacity or otherwise) directly or indirectly without the written consent of the Employer.

9. You shall keep confidential all the affairs of our Organization, its employees and customers, failing which, you will be liable to be punished as deemed fit by the Organization.

10. On your failure to report for duty on the above stipulated date without the prior permission of the Firm, this appointment order stands automatically cancelled.

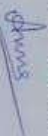
If you are agreeable to the above terms and conditions, please return the enclosed duplicate of this Appointment order duly signed in token of your acceptance.

Upon joining, please submit:

1. Two copies of your passport size photo [with your name written on the back side] for bank and ID purposes.
2. All original education certificates and grade reports for verification along with photocopy of the same.
3. A medical certificate of current health status from an authorized physician for our records.

Best Wishes,

PNL TECHNOLOGIES (P) LTD

  
Mrs. Anna Benny  
Director

cc: Jeena M. Jolly, File



01/2008 C  
Cell/Inv/No:  
481-27286

PRI

**COCHIN SPECIAL ECONOMIC ZONE (CSEZ)**

KAKKANAD, KOCHI - 682 037

**PERMANENT ID CARD**



S. No. 102

*(See Rule 70)*

Date of Issue : 18/09/2019

Valid upto : 17/09/2024

Name of the unit

: PNL TECHNOLOGIES PVT. LTD.

Name of the Pass Holder

: ADHEENA C JOSE

Designation

: DETAILER

Signature of Security Officer



## LETTER OF APPOINTMENT

DATE:04-07-2018

To  
Ann Maria

Dear Sir,

With reference to your interview and subsequent discussion had with us, we are pleased to offer you the post of Site Engineer-Trainee in our organization with effect from 04-07-2018 in the following terms and condition: -

Your monthly Salary will be:  
Rs 7000/- (Consolidated).

Your increments/Promotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subjected to prosperity of the organization.

You will have to submit an agreement for 1 year indemnifying that you will be working with the company for minimum 1 year.

### **Regd Office:**

#26, Ground Floor, 1st Cross, Balaji Layout,  
Chikkabanaswadi, Near Raghavendra Temple,  
Bangalore-560043. Landline: 080 -254 26258  
Mob: +91 9400821606 Email: info@ajcct.com

### **Branch Office:**

5/287, New Road, Chelakkottukara  
Thrissur, Kerala - 680 005.  
Landline: 0487 -242 2766  
Mob: +91 9495847000





## LETTER OF APPOINTMENT

DATE:04-07-2018

To  
Keerthy M J

Dear Sir,

With reference to your interview and subsequent discussion had with us, we are pleased to offer you the post of Site Engineer-Trainee in our organization with effect from 04-07-2018 in the following terms and condition: -

Your monthly Salary will be:  
Rs 7000/- (Consolidated).

Your increments/Promotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subjected to prosperity of the organization.

You will have to submit an agreement for 1 year indemnifying that you will be working with the company for minimum 1 year.

### **Regd Office:**

#26, Ground Floor, 1st Cross, Balaji Layout,  
Chikkabanaswadi, Near Raghavendra Temple,  
Bangalore-560043. Landline: 080 -254 26258  
Mob: +91 9400821606 Email: info@ajcct.com

### **Branch Office:**

5/287, New Road, Chelakkottukara  
Thrissur, Kerala - 680 005.  
Landline: 0487 -242 2766  
Mob: +91 9495847000



## **LETTER OF APPOINTMENT**

DATE:04-07-2018

To  
Neha Joseph

Dear Sir,

With reference to your interview and subsequent discussion had with us, we are pleased to offer you the post of Site Engineer-Trainee in our organization with effect from 04-07-2018 in the following terms and condition: -

Your monthly Salary will be:  
Rs 7000/- (Consolidated).

Your increments/Promotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subjected to prosperity of the organization.

You will have to submit an agreement for 1 year indemnifying that you will be working with the company for minimum 1 year.

### **Regd Office:**

#26, Ground Floor, 1st Cross, Balaji Layout,  
Chikkabanaswadi, Near Raghavendra Temple,  
Bangalore-560043. Landline: 080 -254 26258  
Mob: +91 9400821606 Email: info@ajcct.com

### **Branch Office:**

5/287, New Road, Chelakkottukara  
Thrissur, Kerala - 680 005.  
Landline: 0487 -242 2766  
Mob: +91 9495847000



## LETTER OF APPOINTMENT

DATE:04-07-2018

To  
Paul Johnson

Dear Sir,

With reference to your interview and subsequent discussion had with us, we are pleased to offer you the post of Site Engineer-Trainee in our organization with effect from 04-07-2018 in the following terms and condition: -

Your monthly Salary will be:  
Rs 7000/- (Consolidated).

Your increments/Promotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subjected to prosperity of the organization.

You will have to submit an agreement for 1 year indemnifying that you will be working with the company for minimum 1 year.

### **Regd Office:**

#26, Ground Floor, 1st Cross, Balaji Layout,  
Chikkabanaswadi, Near Raghavendra Temple,  
Bangalore-560043. Landline: 080 -254 26258  
Mob: +91 9400821606 Email: info@ajcct.com

### **Branch Office:**

5/287, New Road, Chelakkottukara  
Thrissur, Kerala - 680 005.  
Landline: 0487 -242 2766  
Mob: +91 9495847000



## **LETTER OF APPOINTMENT**

DATE:04-07-2018

To  
Priyanka Paul

Dear Sir,

With reference to your interview and subsequent discussion had with us, we are pleased to offer you the post of Site Engineer-Trainee in our organization with effect from 04-07-2018 in the following terms and condition: -

Your monthly Salary will be:  
Rs 7000/- (Consolidated).

Your increments/Promotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subjected to prosperity of the organization.

You will have to submit an agreement for 1 year indemnifying that you will be working with the company for minimum 1 year.

### **Regd Office:**

#26, Ground Floor, 1st Cross, Balaji Layout,  
Chikkabanaswadi, Near Raghavendra Temple,  
Bangalore-560043. Landline: 080 -254 26258  
Mob: +91 9400821606 Email: info@ajcct.com

### **Branch Office:**

5/287, New Road, Chelakkottukara  
Thrissur, Kerala - 680 005.  
Landline: 0487 -242 2766  
Mob: +91 9495847000



## LETTER OF INTENT

**Date: April 3, 2018**

Dear Lazim Gafoor

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("**LOI**") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the **company**) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of **Rs. 158950/- per annum** The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

Tower B- 3rd Floor, India Land Tech Park Private Limited , Chill SEZ Area,  
Keeranatham Village , Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu  
Tel: +91-422-666 5000  
www.amazon.com  
CIN :U72200KA2004FTC034233



In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

A handwritten signature in blue ink, appearing to read "Ramya Galla".



**Ramya Galla**  
Recruitment Manager, CS HR

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## LETTER OF APPOINTMENT

DATE:04-07-2018

To  
Lazim Gafoor

Dear Sir,

With reference to your interview and subsequent discussion had with us, we are pleased to offer you the post of Site Engineer-Trainee in our organization with effect from 04-07-2018 in the following terms and condition: -

Your monthly Salary will be:  
Rs 7000/- (Consolidated).

Your increments/Promotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subjected to prosperity of the organization.

You will have to submit an agreement for 1 year indemnifying that you will be working with the company for minimum 1 year.

### **Regd Office:**

#26, Ground Floor, 1st Cross, Balaji Layout,  
Chikkabanaswadi, Near Raghavendra Temple,  
Bangalore-560043. Landline: 080 -254 26258  
Mob: +91 9400821606 Email: info@ajcct.com

### **Branch Office:**

5/287, New Road, Chelakkottukara  
Thrissur, Kerala - 680 005.  
Landline: 0487 -242 2766  
Mob: +91 9495847000



Date: 04-Jan-18

Malavika Nair  
Sahrdaya College, Thrissur

**Appointment Offer: Software Engineer**

Dear Malavika Nair,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Services Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

**3. Reporting Date**

Your date of joining will be intimated to you after June 2018.

*Malavika Nair*  
05.06.2018





#### 4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

#### 5. Compensation

Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
Fixed Remuneration		Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Transport Allowance	1,600
4.	Special Allowance	10,950
5.	Food Vouchers	1,050
6.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
7.	<b>Monthly Gross Earnings (Fixed)</b>	<b>28,000</b>

Gratuity will be paid as per Payment of Gratuity Act, 1972.

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.

*M. K. S. N.*



- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

## 6. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
- i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## 7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## 8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

*[Handwritten signature]*



- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software Services (P) Ltd.**

**Jayan P  
(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by :   
Name : Malavika Nau  
Date : 05.06.2018



**Letter Of Indent**

Name: Sherin Shaju  
Phone #: 9645194228  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123600  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at **Aegis Chennai**. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00		
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. **\* Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. **\*\* Incentives** as per schemes announced from time to time for specific processes based on performance
6. **\*\*\* Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.

*Sherin*  
12-6-18



**Fwd: Revised offer letters - Jobin & Jismi IT services LLP**

2 messages

Mon, Jun 4, 2018 at 1:51 PM

HR Sahrdaya <hr@sahrdaya.ac.in>  
To: Anju Jolly <anjumanjooran0@gmail.com>, Joe Thomson <joothomson333@gmail.com>, Marla Davis <marladavisthekk@gmail.com>, Margrat Cr <margrat111@gmail.com>, Navia Davis <naviadavis96@gmail.com>, rjjoypaulmanappuram@gmail.com

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

From: **Beena Wilson** <hr@jobinandjismi.com>  
Date: Wed, May 30, 2018 at 10:33 AM  
Subject: Revised offer letters - Jobin & Jismi IT services LLP  
To: HR Sahrdaya <hr@sahrdaya.ac.in>

Dear Vini




As discussed the joining date would be 11th June 2018, Monday. Please find the attached offer letters

*Thank you and have a great day.*

*With Regards,  
Beena Wilson / Human Resources  
Jobin & Jismi IT Services LLP  
Skype ID: hr\_13747  
(M) 9846261731 (Ph) 0480 2700970  
www.jobinandjismi.com*

--  
Vini Jose  
HR & Placement Officer  
Sahrdaya College of Engineering & Technology  
P.B.No:17, Kodakara,  
Thrissur, Kerala - 680684

**6 attachments**

-  Offer Letter - Anju Manjooran.docx  
13K
-  Offer Letter - Joe Thomson.docx  
13K
-  Offer Letter - Navia Davis.docx  
13K

Marla Davis  
*HR*  
5/6/18

Following our recent discussions, we are delighted to offer you the position of Software Engineer - Trainee in our Organization. If you join our Company, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of NetSuite/web services and advice.

As a member of our team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow, and stretch to the highest level of your ability and potential. We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: - Software Engineer - Trainee

Joining Date: Monday, 11<sup>th</sup> June 2018

CTC – 1, 80,000

### **Terms & Conditions**

1. Everyone in the development team is responsible for all development related activities hence they should be willing to travel inside and outside India for completing assignments.
2. The training period will be 1 year, in which 6 months is training and other 6 months is considered as the probationary period. During training there will be salary.
3. The selected candidate must sign a 2 year bond with our company. After the successful completion of 1 year training the employee will get confirmatory salary appraisal.
4. Should be willing work in night shift if required. (No need to sit in the office, you can work from home)
5. Envisioning its mandatory for all associates to work on Artificial Intelligence, Internet of Things as per the project.

Please acknowledge the safe reception of this offer letter as well as please accept this offer in writing (email)



**Letter Of Indent**

Name: Justina Babu  
Phone #: 9388552250  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India  
Date of Joining will be informed  
T +91 044 33123800  
www.aegisglobal.com

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative when there is a requirement

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. **\* Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. **\*\* Incentives** as per schemes announced from time to time for specific processes based on performance
6. **\*\*\* Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.



---

**QBurst: Offer of Employment - Engineer**

---

HR QBurst &lt;hr@qburst.com&gt;

Wed, Mar 21, 2018 at 11:04 AM

To: sanjojoy22@gmail.com

Cc: shyja@qburst.com, atul@qburst.com, nithinv@qburst.com, aswathik@qburst.com

Dear **Sanjo Joy**,

We are pleased to inform you that you have successfully cleared our selection procedure and have been selected for the position of **Engineer** in our organization.

The attached Offer Letter provides details of your employment. Do indicate your acceptance of the terms and conditions by getting back to us within the next two working days.

We request you to be present at our office in Infopark Koratty at 9:30 AM on your joining date, which will be notified to you later.

**Office Address:** Nisagandhi Building, Infopark,  
Nalukettu Road, Koratty P.O,  
Thrissur - 680308

Please contact Mithun Narayanan on +91 9447766510 when you arrive at our office.

We look forward to welcoming you to QBurst.

Sincerely,

**Shyja Das**

HR - Talent Acquisition


Direct: +91-0471-4245904

QBurst | [www.qburst.com](http://www.qburst.com)

---

**DISCLAIMER:** This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

---

**2 attachments** **Offer Of Employment - Sanjo Joy.pdf**  
28K





Sanjo Joy <sanjojoy22@gmail.com>

## We Welcome You to QBurst

HR QBurst <hr@qburst.com>

To: M Arathi <mj.arathi@gmail.com>, sanjojoy22@gmail.com, alishadavy16@gmail.com

Wed, May 9, 2018 at 2:02 PM

Cc: Atul Sudhir <atul@qburst.com>, Shyja Das <shyja@qburst.com>, Nithin Vattom <nithinv@qburst.com>, hr@sahridaya.ac.in

Hi,

Greeting from QBurst.

We are excited to have you join us and are confident that you will be an asset to QBurst.

As a member of our team, we will constantly update you on new technologies that will help you become more efficient and productive at work.

QBurst does not believe in enforcing any legal contract that binds you to us for any specific period of time. We invest in you in good faith that you will remain in our services for at least two years. We consider this good work ethics and are sure you will honor it.

If you plan to pursue further studies or are still looking for better prospects, it is best that you do not join our services. If so, please let us know your decision at the earliest.

**If you decide to pursue a career with us, you can join QBurst on June 04, 2018 (Monday) at Infopark Koratty at 9:30 AM.**

**Office Address:** Nisagandhi Building, Infopark,  
Nalukettu Road, Koratty P.O,  
Thrissur - 680308

Please contact ArunBabu P when you arrive at our office. For confirming your joining, please do reply to this mail.

*If you have not sent us the documents mentioned in our offer letter, please send these to us at the earliest.*

**Thanks and Regards**

Shyja Das

Associate Manager - Talent Acquisition

QBurst | [www.qburst.com](http://www.qburst.com)

Direct: +91-471-4245904

---

DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Dear Margrat C.R

Following our recent discussions, we are delighted to offer you the position of Content/Technical Writer - Trainee in our Organization. If you join our Company, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of NetSuite/web services and advice.

As a member of our team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow, and stretch to the highest level of your ability and potential. We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: - Content/Web Developer - Trainee

Joining Date: Monday, 11th June 2018

CTC – 1, 80,000

### **Terms & Conditions**

1. Everyone in the development team is responsible for all work related activities hence they should be willing to travel inside and outside India for completing assignments.
2. The training period will be 1 year, in which 6 months is training and other 6 months is considered as the probationary period. During training there will be salary.
3. The selected candidate must sign a 2 year bond with our company. After the successful completion of 1 year training the employee will get confirmatory salary appraisal.
4. Should be willing work in night shift if required.
5. Envisioning its mandatory for all associates to work on Artificial Intelligence, Internet of Things as per the project.

Please acknowledge the safe reception of this offer letter as well as please accept this offer in writing (email)

Margrat Cr <margrat111@gmail.com>

Gmail

wd: Revised offer letters - Jobin & Jismi IT services LLP

messages

Mon, Jun 4, 2018 at 1:51 PM

HR Sahrdaya <hr@sahrdaya.ac.in>  
To: Anju Jolly <anjumanjoooran6@gmail.com>, joe thomson <joethomson333@gmail.com>, Maria Davis <mariadavisthekkam@gmail.com>, Margrat Cr <margrat111@gmail.com>, navia davis <naviadavis96@gmail.com>, rijoypaulmanappuram@gmail.com

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

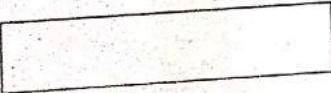
From: Beena Wilson <hr@jobinandjismi.com>  
Date: Wed, May 30, 2018 at 10:33 AM  
Subject: Revised offer letters - Jobin & Jismi IT services LLP  
To: HR Sahrdaya <hr@sahrdaya.ac.in>

Dear Vini

As discussed the joining date would be 11th June 2018, Monday. Please find the attached offer letters

*Thank you and have a great day.*

With Regards,  
Beena Wilson / Human Resources  
Jobin & Jismi IT Services LLP  
Skype ID: hr\_13747  
(M) 9846261731 (Ph) 0480 2700970  
[www.jobinandjismi.com](http://www.jobinandjismi.com)



Vini Jose  
HR & Placement Officer  
Sahrdaya College of Engineering & Technology  
P.B.No:17, Kodakara,  
Thrissur, Kerala - 680684

6 attachments

- Offer Letter - Anju Manjoooran.docx  
13K
- Offer Letter - Joe Thomson.docx  
13K
- Offer Letter - Navia Davis.docx  
13K

Offer Letter - Rijoy Paul.docx  
13K

Offer Letter - Margrat C.docx  
13K

Offer Letter - Mariya Davis.docx  
16K

Mon, Jun 4, 2018 at 2:43 PM

Margrat Cr <margrat111@gmail.com>  
to: milka therese <milkatherese@gmail.com>

[Quoted text hidden]

Mon, Jun 4, 2018 at 3:03 PM

Margrat Cr <margrat111@gmail.com>  
to: monica cr <monicacr333@gmail.com>

[Quoted text hidden]

LETTER OF INTENT

Date: 17-Jan-18

Name:

Dear

Shruthi Vijayan,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 187000/-, (Rupees One Lakh and Eighty Seven Thousand Only), payable as per the following structure:

1. Annual Base Pay of INR 158950/-, per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of INR 28050/-, per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Self Attested

Shruthi  
5/6/18

Tower B - 3rd Floor, India Land Tech Park Private Limited

CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore - 641 035, Tamil Nadu

Tel. : +91 - 422 - 666 5000

www.amazon.com

**amazon<sup>®</sup> | Development Centre  
India Pvt. Ltd.**

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

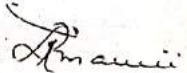
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

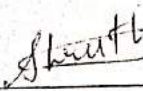
Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

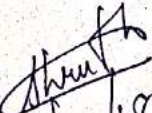
  
Zonunmawii Renthlei  
SR. HR Business Partner

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

  
\_\_\_\_\_  
Signature

17/1/18  
\_\_\_\_\_  
Date

  
5/6/18



## Letter Of Indent

Name: Neethu Jose  
Phone #: 7025349745  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

### Points of Interest:

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund - 12%** deduction from employee & **Provident & Pension Fund - 12%** contribution from employer
3. **\* Employee State Insurance - 4.75%** contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.**
5. **\*\* Incentives as per schemes announced from time to time for specific processes based on performance**
6. **\*\*\* Statutory Bonus - Rs. 1750 will be paid quarterly during the month of April, July, October and January**

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

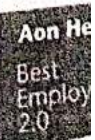
Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:

Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

### Note:

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: Rosminna  
Phone #: 8848795236  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at **Aegis Chennai**. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- **Agents can look forward to grow within the organization with the AGENT CAREER PATH.**





Dear Navia Davis

Following our recent discussions, we are delighted to offer you the position of Software Engineer - Trainee in our Organization. If you join our Company, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of NetSuite/web services and advice.

As a member of our team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow, and stretch to the highest level of your ability and potential. We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: - Software Engineer - Trainee

Joining Date: Monday, 11th June 2018

CTC - 1, 80,000

### Terms & Conditions

1. Everyone in the development team is responsible for all development related activities hence they should be willing to travel inside and outside India for completing assignments.
2. The training period will be 1 year, in which 6 months is training and other 6 months is considered as the probationary period. During training there will be salary.
3. The selected candidate must sign a 2 year bond with our company. After the successful completion of 1 year training the employee will get confirmatory salary appraisal.
4. Should be willing work in night shift if required. (No need to sit in the office, you can work from home)
5. Envisioning its mandatory for all associates to work on Artificial Intelligence, Internet of Things as per the project.

Please acknowledge the safe reception of this offer letter as well as please accept this offer in writing (email)

## Letter Of Intent

**Name :** Jisna Joseph  
**Contact Number :** 7561819882

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

Welcome to Aegis!!!

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed to you after the final round of interview [www.aegisglobal.com](http://www.aegisglobal.com)

You will undergo training for approximately 30 business days at Aegis Chennai after final interview. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- After 2 (Two) more round of interview
- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

### Points of Interest:

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR 16,000 per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	16,000.00	16,000.00	16,000.00
PF*	1,828.00	1,828.00	1,828.00
ESI*	900.00	900.00	900.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,285.00	-	-
Net Take Home	11,404.00	12,689.00	12,689.00
Incentive**	Potential to earn Minimum of Rs. 1000 every month		

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,200/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

### Note:

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.

Aon Hewitt  
Best  
Employers  
2.0

India  
2013

Jisna Joseph  
6/6/18

Registered Office: Essar House, 11, Keshavrao Khadye Marg, Mahalaxmi, Mumbai 400 034, India  
CIN No. U99999MH11992PLC064767

T +91 22 6860 1100 F +91 22 2354 4490

An **ESSAR** Enterprise

**Provisional Offer Letter - Shahensha Badshah - Sahrdaya College of Engg. & Technology  
(C.S.E.)**

1 message

Fri, Mar 16, 2018 at 3:00 PM

Gayathiri Devarajan <gayathiri.dev@smartindia.co.in>  
To: "shamon1241@gmail.com" <shamon1241@gmail.com>

Dear Shahensha,

Congratulations on being selected to join SMART Training Resources, India's Largest Career Development Company.

With reference to your interview with us dated 18 January 2017, we are pleased to inform you that you have been selected for the position of "Executive Trainee" in our organization.

You will be based at our corporate office in Chennai. During the first 9 months of probation, you will be paid Rs. 14000/- CTC. On successful completion of probation, based on your confirmation to continue with the company for a minimum period of 1 year, you will be designated "Placement Trainer" and paid Rs. 23000/- CTC per month.

Your tentative Date of Joining will be in the month of April/May. A mail will be sent to you at least 15 days prior to Date of Joining.

We wish you all the best and look forward to you joining our team.

Thanks & Regards,  
**Gayathiri Devarajan**  
**Sr. Executive - HR**  
SMART Training Resources India Private Limited,  
H.O.: 1/5, Sivaganga Road, Nungambakkam, Chennai 600034.  
Mobile: +91-9566004536  
Off: 044-28282829  
Website: www.smartindia.co.in

**DISCLAIMER:**

This communication is confidential and privileged and is directed to and for the use of the addressee only. The recipient if not the addressee should not use this message if erroneously received, and access and use of this e-mail in any manner by anyone other than the addressee is unauthorized. If you are not the intended recipient, please notify the sender by return email and immediately destroy all copies of this message and any attachments and delete it from your computer system permanently. The recipient acknowledges that SMART Training Resources India Private Limited may be unable to exercise control or ensure or guarantee the integrity of the text of the email message and the text is not warranted as to completeness and accuracy. Before opening and accessing the attachment, if any, please check and scan for virus.



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear LINU TONY,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY

Linu  
29/06/18



HRD/3T/18-19/11815919

August 20, 2018

Ms. Army George  
Candidate ID: 11815919  
PANKULANGARA HOUSE  
AYROOR P.O.  
Kerala  
ERNAKULAM - 683579  
India  
Ph: (91) 96455 30140

Dear Army George,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

INFOSYS LIMITED  
CIN: L69110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2018.08.20 10:08:07 +05:30  
Reason: Offer Letter  
Location: Bangalore



Gopika KG <gopikakaroll@gmail.com>

Welcome Mail  
1 message

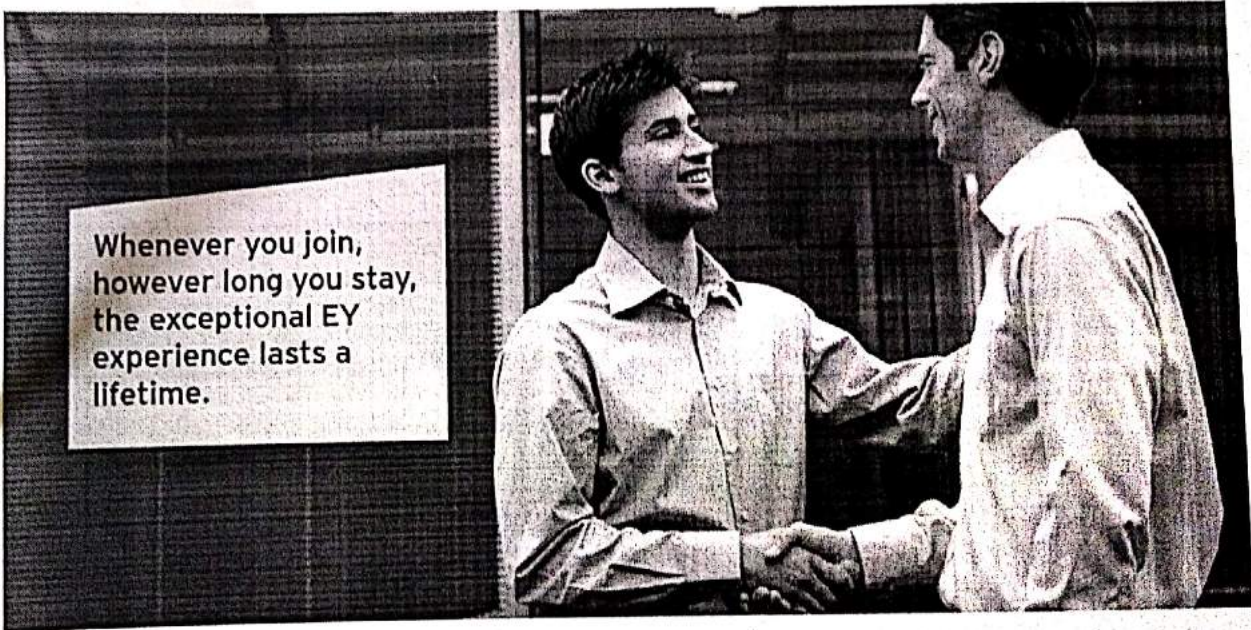
Recruitment GDS <recruitment.gds@xa04.ey.com>  
To: "gopikakaroll@gmail.com" <gopikakaroll@gmail.com>

Thu, Aug 23, 2018 at 11:11 PM

Zoom out to get a better view from a smartphone



Welcome to EY GDS!



Welcome to EY - Global Technology

Welcome to EY - Global Technology

Dear Gopika,

We are excited to welcome you, and look forward to you having an exceptional career with us here at EY GDS.

To get you settled in to your new role, we welcome you to a **New Hire Orientation (NHO) session**, where you will be introduced to the world of EY.

**Here are the details of your NHO session:**

**Date: 27<sup>th</sup> August 2018**



Building a better  
working world

EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016,  
Karnataka, India

Tel: +91 080 6621 3000  
Fax: +91 080 6621 3334  
ey.com

05 November, 2018

Ms Dona David  
Pottathuparambil House,  
Nadavaramba,  
Thrissur,  
Kerala - 680661

Contact No: +91 8157878214  
Email id: donadavidp@gmail.com

Dear Dona,

Subject: Offer letter

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

**1. CONTRACT PERIOD AND POSITION:**

The period of contract is fixed for a period of 6 months starting from 19 November, 2018 and ends on 17 May, 2019. You will be offered the position of Consultant in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

**2. DUTIES:**

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

**3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

**4. DATE OF JOINING :**

As per our discussion you will report to the Firm on 19 November, 2018 at First Floor, Thejaswini Building, Technopark Campus, Trivandrum, Kerala - 695581.  
Please note that your work location may be different based on the service line you are joining.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751)  
converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30  
November, 2017. Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K.R. Puram Bangalore - 560016,  
India

This file is signed using Digital Signature.



**Date: 04-Jan-18**

**Alistar Thomas C Fernandez**  
**Sahrdaya College, Thrissur**

**Appointment Offer: Software Engineer**

**Dear Alistar Thomas C Fernandez,**

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Services Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

**3. Reporting Date**

Your date of joining will be intimated to you after June 2018.

**IBS Software Services Private Limited**

Regd. Office: 521 - 524 | Nila | Technopark Campus | Trivandrum 695581 | Kerala | India | Phone: +91 471 6614200 | Fax: +91 471 2700078 | [www.ibsplc.co](http://www.ibsplc.co)

CIN: U72200KL1999PTC012934





- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software Services (P) Ltd.**

**Jayan P**  
**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by :  
Name :  
Date :

LETTER OF INTENT

Date: 17/01/18

Name: Chandek Sharma

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

20<sup>th</sup> April, 2018

Appointment Letter

Mr. Mathew Gillroy  
Thrissur, Kerala

Dear Mathew,

With reference to your application and subsequent interviews you had with us, we are pleased to make you an employment offer with LuLu Forex Private Limited.

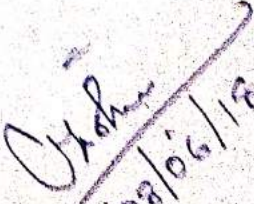
Position : Software Developer  
Concept : LuLu Forex Private Limited  
Location : Cochin

The General Terms and Conditions of Employment which you are to abide by during your entire tenure with the organization are enclosed herewith.

Your total emoluments will be as follows; Fixed remuneration of INR 2,85,492/- p.a.  
Details are enclosed in Annexure 1.

You are requested to read through the terms and conditions and sign the copy of this Appointment Letter with Annexure and return the same to us as a token of your acceptance.

We welcome you to LuLu Forex Private Limited and wish you a rewarding and successful career with us.

  
08/06/18

LU LU FOREX PRIVATE LIMITED  
F TOWER CIVILIANE ROAD  
PALLAZHARA, THRISSUR KERALA INDIA  
PIN - 686012  
Phone : 0477 241 1111  
E-mail : hr@luluforex.com  
www.luluforex.com



LULU  
Forex

### General Terms & Conditions of Employment

1. Your normal working hours are 8 hours a day and 6 days a week. The weekly off shall be provided on any day of a week as per the managers discretion and the business requirement.
2. You will be on probation for a period of six months from the date of your appointment. If your performance is found to be satisfactory during the probation period, your service will be confirmed for the position offered.
3. During the probationary period, if your services are not found satisfactory, the company reserves the right to extend or terminate the same without notice and without you being entitled to any remuneration in lieu of the notice or any other terminal benefits.
4. After written confirmation your services can be terminated by giving one month's notice or pay in lieu thereof with or without assigning any reason. In the event of Employee leaving the services of the Company, he shall give one month notice to the Company or in lieu of notice period shall pay one month current consolidated salary / Basic plus DA to the company.
5. Please note that this offer is subject to the Company obtaining satisfactory employment references. The company reserves the right to withdraw this offer, should the references be found to be unsatisfactory to the Management.
6. During the period of employment :
  - a) You are required to perform your work with due care and attention.
  - b) Carry out all orders and instructions of the employer in the performance of work or any other works considered as part of your responsibility.
  - c) Take care of all company equipment's / tools / property; undertake all that is necessary for its safekeeping and maintenance.
  - d) Return to the employer all company belongings, equipment's and unused materials given to you or placed under your care and supervision at the time of termination of employment.



# Lulu Forex

## Annexure 1

Lulu Forex Private Limited			
Name	Mathew Gillroy		
Designation	Software Developer		
Concept	Lulu Forex Private Limited		
Components		INR Monthly	INR Annually
A	Earnings		
	Basic Pay	18111.11	217333.33
	HRA	6111.11	73333.33
	Conveyance Allowance	1666.66	20000.00
	Medical Reimbursement	1250.00	15000.00
	Flexible Benefits	850.00	10200.00
	Meal Allowance	2300.00	27600.00
	Uniform Allowance	0.00	0.00
	<b>Total A</b>	<b>20000.00</b>	<b>240000.00</b>
B	Retirals and Statutory Contributions		
	Provident Fund (Employer Contribution)	1315.00	15780.00
	Gratuity (Employer Contribution)	481.00	5772.00
	ESI (Employer Contribution)	950.00	11400.00
	LWF (Employer Contribution)	20.00	240.00
	Mediclaime (Employer Contribution)	300.00	3600.00
	Other Benefits	725.00	8700.00
	<b>Total B</b>	<b>3791.00</b>	<b>45492.00</b>
<b>Total CTC (A+B)*</b>		<b>23791.00</b>	<b>285492.00</b>

Note : Statutory Deductions are applicable on monthly salary mentioned above

- Employee Provident Fund (Employee Contribution) 12% of the Basic Pay
- Employee State Insurance (Employee Contribution) 1.75% of the Gross Salary
- Professional Tax (As per law)
- TDS (As Applicable)

### DECLARATION

I have read and understood the offer and do hereby confirm that I accept all the terms and conditions mentioned in this letter. I also confirm that I will always abide by the rules and regulations of the company.

Employee Name :

Date :

Signature :

LULU FOREX PVT LTD  
 7 TOWER, GHS LANE, WARD  
 PADAMUKAL, JAYAPURAM G. KIZHAR, SRIRANGAPET  
 CHN. (1450)KIL2000P0000000

Date: 18/03/2018

Dear Malavika Nair,

Subj: Offer letter

## A very Warm WELCOME to KPIT Family!

We are excited to have you as a part of **KPIT Technologies Ltd.** ("Company") and we believe that you can use your skills and talent in making our company reach new heights.

### Welcome onboard new buddy!

Our goal At KPIT:

To achieve a leadership position in our business by becoming the 1st choice of our customers.

People are what make this industry tick. Then be it senior managers, key decision makers, or fresh out-of-college graduates. In fact many of our present top performers started out in KPIT as trainees, who have over the years grown into leaders and tech experts!

We truly believe that you would prove to be an asset to KPIT Family.

With reference to the discussions that we had with you, we are pleased to offer you a position of **Trainee** in **KPIT Technologies Ltd.** ("Company").

Your compensation package will be as below -

S.No.	Amount	Details
1)	INR. 3,25,000 PA	Upon Successful Completion of KPIT Elective (If Applicable).

Please note that, all statutory deductions as may be applicable, will be effective from the date of joining. You are required to produce the supporting documents of investment proofs in order to get the Income Tax benefit. After joining you may undergo formal training and on-the-job assignments, and successful completion of this training, if applicable is mandatory to continue your employment.



## Culture at KPIT!

- KPIT has open door policy which makes the work culture transparent and easy to approach
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills

M. Nair  
05-06-2018

In case at the time of joining the Company OR within a time specified by the Company, the candidate is not able to produce the above documents, the employment will end with immediate effect.

10. Extension in date of joining: Extension in date of joining would be granted on the basis on medical & emergency cases. Any request for extension in joining, should be consulted with the recruiter at least 3 days prior to the date of joining & need to be supported with medical documents. Providing extension is solely at the company decision.

I accept the terms and conditions offered.

Name: Raghesh Nair

Name (Candidate): Malavika Nair

Signature:

Date: 18/03/2018

Signature:

Date: 05 / 06 / 20 18

Place: Thiruv

## Education & Competency Development ECoDe

IT - 3 Building, 3rd Floor  
Neopro Technologies Pvt. Ltd.  
Blue Ridge SEZ Survey No. 154/6, Plot No. 2  
Nr. Rajiv Gandhi Infotech Park, Phase I,  
Hinjewadi, Pune - 411057

Please sign and return a copy of this letter, duly affixing your 'full signature' on the signature block above and 'initials' on the remaining pages along with the Annexure.

## ANNEXURE A

1. You are required to maintain confidentiality about the Company's business affairs, techniques, processes, and management, which may come to your knowledge during your employment. The Company shall have Intellectual Property Rights over all products, techniques, processes, patents etc. that you may create or develop in the course of your training period with the Company.
2. You shall be accountable for all Company property and equipment entrusted to you and shall be required to surrender all such property including documents and manuals immediately after completing your training period.
3. You are required to keep the Company informed of any change pertaining to any of the declarations made by you at the time of your interview.
4. Validity: The validity of the offer is subject to you fulfilling all the conditions applied in the recruitment process. This includes successful completion and passing of the PACE Assessment as well as the course in the first attempt (in case result awaited/If Applicable) while/post joining the Company.
5. Leave: You will be entitled to paid leave as per company policy
6. During your engagement with the Company, you shall not engage in any other service, profession or business
7. You will be governed by the Terms & Conditions, Policies & processes of the company as may be applicable from time to time.
8. Retirement: You will retire from services on reaching your 60th birthday as per the proof of age submitted by you on time of joining.
9. Letter of appointment: You will issued a letter of Appointment at the time of your joining after completing joining formalities.
10. Annual & Monthly Compensation Plan

Subject: Regarding Interview

From: corp@livewiremedia.com  
To: corp@livewiremedia.com  
Cc: prabhashok@livewiremedia.com  
Date: Monday, January 29, 2018, 5:46:30 PM GMT+5:30

Dear Candidate,

Greetings from LiveWire!

Thank you for attending the interview held at 'Sairdaya College of Engineering' on 18<sup>th</sup> and 19<sup>th</sup> of January, 2018.

We understand that being a fourth year engineering graduate you are looking forward for opportunities only after your course completion in the month of June'18. Therefore, we shall be in touch with you by on the openings available during that time.

You may also contact us for any further assistance in securing any job related skills.

Thank you.

LiveWire team

Warm Regards,

ARCHANA MOHANDAS  
EXECUTIVE CORPORATE COMMUNICATION  
LIVEWIRE  
THRISSUR  
PHONE: +91 8138 900 105

918 HHHH1

Joupe Singh

7/6/18

This message (including any attachments) is intended only for the use of the individual or entity to which it is addressed and may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute an attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error



To

Neema Joju  
THRISSUR

Dear Neema Joju,

**Sub: Offer of Training and Employment**

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an JUNIOR ENGINEER in the competency Level T4 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Oracle Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

Self-attested

05/06/18

Neema

## 16 Mindtree's Code of Conduct and Policies

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

## 17 Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

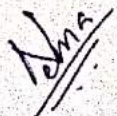
## 18 Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

## 19 Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3





HRD/3T/18-19/12535522

Ms. Anu Shaju Ainikkal  
Candidate ID: 12535522  
AINIKKAL HOUSE  
NORTH BAZAR, OLLUR  
Kerala  
THRISSUR - 680306  
India  
Ph: (91) 95393 00513

July 30, 2018

Dear Anu Shaju Ainikkal,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2018.07.30 16:15:40 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/18-19/12535522

July 30, 2018

Ms. Anu Shaju Ainikkal  
Candidate ID: 12535522  
AINIKKAL HOUSE  
NORTH BAZAR, OLLUR  
Kerala  
THRISSUR - 680306  
India  
Ph: (91) 95393 00513

Dear Anu Shaju Ainikkal,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **October 08, 2018**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.



**TATA CONSULTANCY SERVICES**



**ANJANA  
SHAJI**

Card No 553409

Associate No 1

Blood Group O+

**Tata Consultancy Services Ltd.**

TCS House, Raveline Street, Fort

Mumbai 400001, India

Date:24-06-2019

**Welcome Note**

Dear Ms. Divya Devassy

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

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

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

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

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

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

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

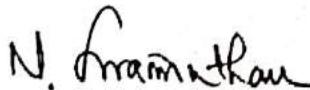
**To Trust** - We are respectful. We value our relationships and treat people well.

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

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

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

For Randstad India Pvt Ltd.

  
N Swaminathan Iyer  
Vice President - SSC



**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
**KOCHI UNIT, AMBALAMUGAL**

PART II ORDER NO: 133/2019/164

DATE: 21.02.2019

**APPOINTMENT ORDER**

Ms. Ansa Sebastian, Pers. No.11600599 is appointed as Graduate Apprentice (Computer) on a consolidated stipend of Rs.10,000/- per month under the Apprentices Act, 1961 for a period of One Year with effect from the forenoon of 21<sup>st</sup> February 2019 on the terms and conditions contained in the Contract of Apprenticeship dated, 21.02.2019.

She is posted to P&A Department to undergo Apprenticeship training in her respective discipline.

(S. SANIL KUMAR)  
CHIEF GENERAL MANAGER (P&A)

✓ To: Ms. Ansa Sebastian  
Pers. No.11600599  
Graduate Apprentice (Computer)

Thro' HOD

Cc: ED & UIC

Cc: FIN/ MSS/ DGM (P&A)/ T.O/ MATLS/ SECURITY/ HINDI-FL/ PART II ORDER FL/ SUB FL

**ISYX**  
Digital. Simplified.

**ISYX Solution India (P) Ltd**



**Henna Francis**  
**Software Engineer**  
**Employee - ID: 10202**





HRD/3T/18-19/12535534

Mr. Jasir Ahamed P A  
Candidate ID: 12535534  
PUTHIYAVEETIL HOUSE, P O CHENTRAPPINI  
THRISSUR, KERALA  
Kerala  
Thrissur - 680687  
India  
Ph: (91) 75930 46690

August 20, 2018

Dear Jasir Ahamed P A,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2018.08.20 10:20:07 +05:30  
Reason: Offer Letter  
Location: Bangalore

EY



Prev

**Anju Jaison**

GPN: IN010M59819

Blood group: AB+ve



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear FERDINANT JOHN,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY

To  
NILESHA UJ,  
UKRAN HOUSE, NEAR BVP  
POOCHATTY, ERAVIMANGALAM P.O,  
THRISSUR  
KERALA, PIN 680751.

Tuesday, 04th Feb 2020.

Dear Nileshta,

We are pleased to offer you an employment with Turbolab Technologies Private Limited as **Junior Software Engineer** under the following terms and conditions:

### Terms & Conditions

1. Your Cost to the Company (CTC) will be **1.80 Lakhs Per Annum**. The components of your salary would be governed by Company policies as amended from time to time.
2. Your base location will be Cochin, Kerala India
3. You will also be reimbursed business related expenses incurred 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 and will be conveyed to you at the time of accepting this assignment.
4. You shall be required to provide the Company all documents and information as set forth under Annexure I of this appointment letter.
5. You will be entitled for leave / holidays as per the Company's Leave Management Policy. Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.

**Turbolab Technologies Private Limited**  
1X/418-D1 1st Floor Asset Padannat I-Pulse  
Infopark Road, Edachira Kakkanad  
Kerala India 682030  
**CIN: U72200KL2014PTC037649**

Website: <https://turbolab.in>  
Email: [hello@turbolab.in](mailto:hello@turbolab.in)  
Phone: 0484-297232

REF: HR/F006  
Naico/2020/111  
Mach 9<sup>th</sup>, 2020

To

Ms.Steffi Antony  
Menachery House,  
Rajiv Gandhi Nagar,  
Mannuthy P.O,  
Thrissur  
Pin : 680651

Dear Ms.Steffi Antony,

We are extremely pleased to present you an offer for employment with Naico for the role of a **Software Developer Trainee**.

First 3 months of your engagement will be a training period. During this period, we will provide extensive training on latest technologies and industry standard best practices in software engineering domain. We will conduct an evaluation at the end of this training period. Upon successful completion of the training, you will be posted as **Junior Software Developer**. Naico has the right to extend the training period, or cancel the engagement, if we find that your performance during the training period is not satisfactory.

Your responsibilities would include the following...

- 1 Participate in analyzing client requirements teamed with a senior developer.
- 2 Develop code as per client requirements. Follow coding standards & development best practices.
- 3 Test the code developed against the client requirements & implementation specifics.
- 4 Document the code and prepare release notes.

During the training period, you will be provided with a stipend of Rs. 6,200 (Rupees Six Thousand Two Hundred Only) per month. After the successful completion of the training period, your salary will be revised to Rs. 1, 70,790 per year CTC (i.e. Rs. 14,232 per month), which includes the following components & benefits:

Ref: 2BS/HR/8/102

Date: July 30, 2018

To,

**Milka Therese,**  
Inchodikaran House,  
Kurumpilavu PO,  
Thrissur,  
Kerala - 680564

**Subject: Offer Letter**

Dear Milka,

We are happy to inform you that you have been selected to join our organization and would be designated as **Jr. Software Engineer** and shall be entitled to a salary of **INR 136,080/- (Rupees Lakh Thirty Six Thousand and Eighty)** per annum as CTC (cost to the company). The formal Letter of Appointment and Employment will be handed to you at the time of joining.

You are requested to report for duty on **August 06th, 2018 (Monday)** on **10.00 AM** at our Palakkad Office. Please report to the HR department and you will be assigned your duties.

For 2Base Technologies Pvt. Ltd.,

Sanjana Babu

HR & Administration Executive

# FRAGOMEN



**Sandra Kolamkanny**

**Emp. Code : 1756**

**Fragomen Immigration Services India ( P ) Ltd.**

**5th Floor, Lulu Cyber Tower 1  
Infopark , Kochi - 682 042 , INDIA.  
Ph: +91-484-4244744**

Chinsa Jose  
Thrissur

Sub: Letter of Offer

Dear Chinsa,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as "**Assoc. Software Developer**", **A1** for a fixed period of 12 months on a salary of **Rs. 350,000.00 (Rupees Three Lakh Fifty Thousand)** per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be September 6, 2019 and work location is Trivandrum - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: –

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debars you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.



31 August 2018

Hithin M B  
Mundanambundahalli(H),  
Madakkathara P O,  
West Vellanikkara,  
Thiruvur - 686651

Dear Hithin M B,

Sub: Offer Letter

Congratulations!

We are pleased to offer you the position of **Software Engineer Trainee for GSS unit** at Williams Lea India Pvt Ltd. You are required to join duty on or before **24 September 2018**, post which the offer stand void.

You will be reporting to the **Senior Project Manager**.

The terms and conditions of your appointment are as follows -

#### 1. SALARY & JOB BAND

Your annual remuneration would be **INR 2,65,596/- (Rupees Two Lakhs Sixty Five Thousand Five Hundred Ninety Six Only)**, details of the same have been specified in the annexure to this letter. Your Job Banding would be **A**. You will be governed at all times by the policies, procedures and rules of the company related to the salary, allowances, benefits and pre-requisites which are specified in the offer letter. Further, the company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies. The entitlements will be governed by the job band an employee belongs to.

#### 2. INITIAL PLACE OF POSTING

Your initial place of posting will be **Cochin**.

#### 3. JOB ASSIGNMENTS

You may during the course of your employment be given any assignment arising out of the company's business that the company, in its subjective judgments, feels is suited to your background, qualifications or experience.

#### 4. TRANSFER

The company, may in its business interest, transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfers as per company rules.

#### 5. SERVICE CONDITIONS

During the period of your employment with the company, the service rules and regulations of the company and the amendments that may be brought into force from time to time and the rules governing business conduct, ethics and secrecy shall govern you.





April 08, 2019

To: Mr. Joseph Gigo

Subject: Appointment Letter

---

Dear Joseph Gigo,

It is a pleasure to inform you of your appointment as **Software Programmer** in our organization effective from 1st June, 2019. In this capacity your job responsibilities include Software Development, Customer Support, Product Presentation, User Training and Documentation. You also will be responsible for after office hours helpdesk support as and when required.

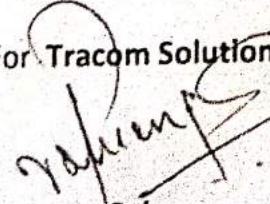
You will be under probation for the first 3 months at the end of which your performance will be evaluated.

As mutually agreed your salary will be **KD 350.000 ( THREE HUNDRED AND FIFTY ONLY )** and accommodation also will be provided.

We hope you have a successful career in our organization. Please sign on this letter as acceptance and return a copy of it as our reference.

Sincerely,

For Tracom Solutions

  
Praveen Sukumaran

General Manager





## OFFER LETTER

3 messages

HR <hr@cybrosys.com>

To: felnafrancy14@gmail.com

Wed, Apr 3, 2019 at 17

Hi,

**Greetings from Cybrosys Technologies Pvt. Ltd.!!!**

Congratulations on your selection as a **Python/ Odoo Developer Trainee** at Cybrosys Technologies.

Cybrosys Technologies is a renowned ERP solution provider and outsourcing company headquartered in Kinfra IT Park, Calicut and we have branches in Infopark, Kochi, Bangalore and London. Cybrosys meets all the specific requirements in software. Within a short span of 10 years, now it is an internationally acknowledged company with a strong customer base around the world.

Your joining has been scheduled on **8th APRIL 2019** at sharp **8.30AM**.

### Documents to be carried:

- 10th, 12th and graduation Certificates (Original and 1 photocopy of each)
- 2 passport size photographs
- ID proof (Original and 1 photocopy)

Originals will be given back after verification and copies need to be submitted.

**Be present in complete formals and report at sharp time.**

**Working hours:** 8.30am-5.30pm (Monday-Friday) & 8.30am-5pm (1st, 3rd & 5th Saturdays)

**Holidays:** 2nd, 4th Saturdays & National Holidays

Please confirm the availability by reply email before 4-4-2019

Have a good day!!!



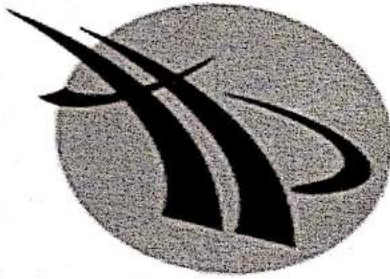
HR DEPARTMENT

T: +91 (0) 4943015006

E: hr@cybrosys.com | www.cybrosys.com

Neospace, Kinfra Techno Park, | Kakkancherry, Calicut  
University P.O., Kerala, India - 673635





**TECHBRIGHT**  
Solutions

<mailto:info@techbrightsolutions.com>

***Employee Offer Letter***

**Angel Wilson**

Kalaparambath(H) ,Kuzhur P.O,Thrissur Dist

KERALA – 680 734

**December  
21,2018**

**By  
Geemon N  
J  
CEO**

*Employee offer letter-TechBright Solutions*

22<sup>nd</sup> June 2018

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Ms Ann Johnson Panadan (ZM 77) is appointed as Software Engineer Trainee from 18<sup>th</sup> June 2018. Her services will be confirmed as Software Engineer after successful completion of probationary period.

For Zinemind Technologies Pvt Ltd

Soni Tomy

Manager HR



27-Sep-2018

Dear Anagha S Ranjit,  
B.Tech, Computer Science & Engineering  
Sahrdaya College of Engineering and Technology

Candidate ID – 11851104

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

Mr.Amal Shaju,  
Puliyani House,  
Kallettumkara P.O,  
Thrissur-680 683

Trivandrum,  
31-05-2018

### Appointment Offer Letter

Dear Mr.Amal Shaju,

Following your interview at Software Incubator Pvt. Ltd., "Geethanjali" Karyavattom P.O, Trivandrum- 695581, this is to convey our offer to you for the post of Software Engineer (Trainee) subject to the following terms and conditions.

Terms and conditions of the offer:

#### 1. Place of work

Your normal place of work will be at Software Incubator Private Limited, Geethanjali, Karyavattom, Trivandrum-695 581.

#### 2. Joining Requirements

You are required to join for duty on any working day on or before 07-06-2018. You will have to bring three copies of your latest passport size photographs, and the originals and one set of copies of all your certificates on the joining date. Your appointment will be subject to your being found medically fit. You will have to undergo the medical examination.

#### 3. Salary and Benefits

Your gross compensation at the start of your employment, including all allowances will be Rs.1,38,036.00 (Rupees One lakh thirty eight thousand and thirty six only) per annum, the monthly break up of which will be as follows:

Basic Pay and Allowances	Rs. 10,000.00
Company's contribution to E P F	Rs. 1,008.00
Company's contribution to ESI	Rs. 475.00
Company's contribution to LWF	Rs. 20.00
Total	Rs. 11,503.00

Salary review will be done at the appropriate time as per company policies, which will be pre-notified.

#### 4. Annual increments and promotions

You will be eligible for annual salary increments, the value of which will depend on your performance and contribution. Increments will be decided at the time of appraisal being carried out by your superiors. Additional packages & incentives would be made available as and when decided by the management.



To  
ROSEMOL JOSEPH,  
KANJIRATHINGAL HOUSE,  
GRAND ROAD,  
ARIMPUR P O,  
THRISSUR  
PIN 680620.

Monday, 26<sup>th</sup> November 2018.

Dear Rosemol,

We are pleased to offer you an appointment with Turbolab Technologies Private Limited as **Software Developer** under the following terms and conditions:

**Terms & Conditions**

1. Your Cost to the Company (CTC) will be **1.8 Lakhs Per Annum**. The components of your salary would be governed by Company policies as amended from time to time.
2. Your base location will be Cochin, Kerala India
3. You will also be reimbursed business related expenses incurred 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 and will be conveyed to you at the time of accepting this assignment.
4. You shall be required to provide the Company all documents and information as set forth under Annexure I of this appointment letter.
5. You will be entitled for leave / holidays as per the Company's Leave Management Policy. Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.

**Turbolab Technologies Private Limited**

1X/418-D1 1st Floor Asset Padannat I-Pulse

Infopark Road, Edachira Kakkanad

Kerala India 682030

**CIN: U72200KL2014PTC037649**

Website: <https://turbolab.in>

Email: [hello@turbolab.in](mailto:hello@turbolab.in)

Phone: 0484-2100546





APPY MONKEYS

To,  
Shyam H.N  
Kaplingattu Mana,  
Njeruvissery,  
Arattupuzha P.O.  
Thrissur, Kerala  
680562

Subject: Offer Letter for Full-time employment

Date: 01 June, 2019

Dear Shyam H.N,

It is our pleasure to confirm our offer of full-time employment to you as a Games Programmer at Appy Monkeys Software Private Limited. In this position, you will report directly to Arjun Gupte, beginning June 01, 2019.

Your job will primarily involve programming games, creating server side code for various apps and integrating various 3<sup>rd</sup> party APIs with existing and new apps. In addition, you will help out with pipeline art tools as and when required. Since we are a small but dynamically growing company you will be expected to wear multiple hats and pick up new technologies as needed.

Your salary will be 18,000 INR per month CTC, with taxes deducted as per Income Tax laws.

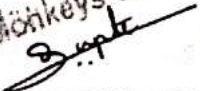
Vacation is 15 days paid leave per year, including sick leave. You will be eligible to take accrued vacation after 5 months of continuous employment including your internship. Office working hours are 9:30 AM to 6 PM, Monday-Friday. However, you will be required to work on weekends or late in order to meet deadlines or fix ongoing app deployment issues. Signing a Non Disclosure and IPR Protection Agreement is mandatory once you are present.

You are not permitted to work on any other content, personal or professional while you are employed by Appy Monkeys.

To confirm your acceptance of this offer of employment, please sign below and return to me a physically signed copy immediately.

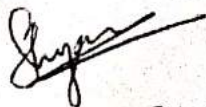
Sincerely,

Arjun Gupte, Managing Director

For Appy Monkeys Software Private Ltd  


Signature  
Director

01 | 06 | 2019  
Date



SHYAM H.N 01/06/2019

Appy Monkeys Software Private Limited [www.appymonkeys.com](http://www.appymonkeys.com)

23<sup>rd</sup> July, 2018

**Appointment Letter**

**Mr. Ravisankar S**  
Kaippily House, Alangad  
Muttithady P.O, Thrissur

**Dear Ravisankar,**

With reference to your application and subsequent interviews you had with us, we are pleased to make you an employment offer with **LuLu Forex Private Limited**.

**Position : Software Developer**  
**Concept : LuLu Forex Private Limited**  
**Location : Cochin**

The General Terms and Conditions of Employment which you are to abide by during your entire tenure with the organization are enclosed herewith.

Your total emoluments will be as follows: Fixed remuneration of **INR 2,85,492/- p.a.**  
Details are enclosed in Annexure 1.

You are requested to read through the terms and conditions and sign the copy of this Appointment Letter with Annexure and return the same to us as a token of your acceptance.

We welcome you to **LuLu Forex Private Limited** and wish you a rewarding and successful career with us.

LULU FOREX PVT LTD  
Y TOWER, CIVIL LANE ROAD  
PADAMUKAL, VAZHAKKALA P O, KOCHI-682030  
CIN : U74900KL2010PTC028950

Phone : +91 484 4187757/58/59  
E-mail : cochin.branch@in.luluforex.com

Date: 10-Oct-2018

To,

**Athulya Devassy**  
**Chirayath House,**  
**Nadavaramba P O**  
**Thrissur**

SUBJECT: OFFER LETTER FOR THE POST OF SOFTWARE TRAINEE

Dear **Athulya Devassy**

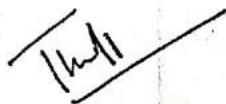
With reference to our interview we are pleased to offer you the post of **Software Trainee**. This offer is valid for acceptance in writing till **08-Oct-2018** and for joining on **10-Oct-18**. Your initial place of posting will be **Cochin**.

Please note your appointment is subject to reference checks and confirmation is subject to successful completion of minimum six months' probation.

You are requested to acknowledge and sign the duplicate of this letter as a token of your acceptance.

We look forward to a long and mutually beneficial association.

**Yours sincerely,**  
**For Mariapps Marine Solutions Private Limited.**



**Thomas John**  
**Director of Development & Operations**



I hereby agree to above terms and conditions

Signed: \_\_\_\_\_



HRD/3T/18-19/12534084

Ms. Pinky Jose  
Candidate ID: 12534084  
Chathely House, P.O. Aloor  
, Via. Kallettumkara  
Kerala  
Kodakara - 680683  
India  
Ph: (91) 70129 47763

September 21, 2018

Dear Pinky,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2018.09.21 14:06:24 +05:30  
Reason: Offer Letter  
Location: Bangalore

Monday, November 19, 2018

Riya Jose  
5823 S Columbus Ct  
Gilbert, AZ 85298  
(480) 241-7043  
Riyajose96@gmail.com

Dear Riya,

Our goal is to build an organization of intelligent, driven, committed individuals focused on being successful. Your role is a critical component to the continued growth of OEM Group worldwide. We are pleased to offer you the position of Jr Software Engineer, in this dynamic organization and believe you will be a great fit in the Company and will find your position to be very rewarding.

I have outlined the basic terms of your employment below. To accept, please sign this letter and return it by close of business on Wednesday, November 21<sup>st</sup>, 2018 or the terms of this offer will expire.

#### **Terms of Employment**

Employment with the OEM Group is considered "at-will". A further description of "at will" employment can be found in our OEM handbook.

**Title-** Jr Software Engineer

**Reporting To** – Director of Engineering, Marc-Andre Lariviere

**Primary Work Location** – OEM Group Headquarters in Phoenix, AZ

**Tentative Start Date** – Monday, November 26<sup>th</sup>, 2018

#### **Compensation Summary**

**Salary** - In accordance with the Fair Labor Standards Act you are classified as an Exempt Employee. You will be paid \$1,538.47 per pay period, payable bi-weekly (26 pay periods), through the regular payroll system. This is equivalent to \$40,000.22 USD per annum.

**Expenses** - Authorized, reasonable and preapproved expenses by your Department Manager will be reimbursed. More information regarding company expense policy can be found in the employee handbook, and supplemental travel policy.

#### **Employee Benefits**

**Health & Supplemental Insurance** – Eligibility in the company sponsored dental, vision, disability, and life plan will begin on the first day of the month following your date of hire.

**Holidays** - Ten (10) available holidays throughout the year, typically 8 are fixed and 2 are floating.

**Sick Time** - Five days are available per calendar year on an accrued basis.

**Vacation** - Vacation is accrued every pay period at the following rates. (See employee handbook for further details on accrual and carry over policy):

- |                         |                            |
|-------------------------|----------------------------|
| • 0-3 years of service  | 10 days' vacation annually |
| • 3-5 years of service  | 12 days' vacation annually |
| • 5-10 years of service | 15 days' vacation annually |
| • 10+ years of service  | 20 days' vacation annually |

Dear Mrs. Ann Mariya Baby

Kindly informing that you have cleared all the criteria's in the interview. You are selected as Digital Marketing Officer in our company. Your  
be INR 1,08,000.00/- For further formalities we need a confirmation mail from your side on agreeing the company policies which are attached

during the interview

On reporting time, kindly bring two recent passport size photographs and all completed educational certificates.

Cancellation of offer in case of any deviations in information/ guideline and if you fail to report to HR department on or before 7<sup>th</sup> October 2024.

We would like to take this opportunity to wish you a successful career with Vingcoz Technologies Private Limited.

For further clarification you can contact the HR at 7967189764.

Nixon Sunny

Human Resource Manager



**Vingcoz**

Technologies Pvt. Ltd

Vingcoz

First Floor, KMA Tower  
Opposite to municipality  
Kunnankulam Thrissur  
Kerala, India  
680503  
info@vingcoz.com

\*\*\* Congratulations on your selection in the recruitment process conducted by UST Global at Federal Institute of Science and Technology, Angamaly on 12-February-2019 \*\*\*

1 message

Campus Relations <Campus.Relations@ust-global.com>  
To: "evitavarghese1996@gmail.com" <evitavarghese1996@gmail.com>

12 February 2019 at 12:11

Dear Evita Varghese,

Greetings from UST Global!

Congratulations on your selection in the recruitment process conducted by UST Global at Federal Institute of Science and Technology, Angamaly on 12-February-2019.

We welcome you to an exciting journey—a career with UST Global!!!

We are happy that you made the astute decision of choosing to join the UST Global family. Becoming a USociate is an achievement you can justifiably be proud of. Let us together make UST Global the best Digital services company in the world.

UST Global offers you a world of opportunities with an environment conducive to learning and development, both personally and professionally. We sincerely believe that UST Global would give you the growth and exposure that you aspire for.

At UST Global, you never walk alone. With you, in your journey, are 22,000 plus USociates across various locations in India, USA, Philippines, Malaysia, Mexico and Europe. We USociates stand unique with our values and work culture bequeathed to us by our late founder Chairman Mr. G A. Menon. These values are dear to us and are our soul and identity.

UST Global (UST) is a leading provider of end-to-end IT services and solutions for Global 1000 companies. Our Headquarters is in Aliso Viejo, California. Having started operations in 1999 with just 14 people, the workforce has over a period of 14 years, grown to over 16,000 + proficient individuals working from 25 locations spread across continents. UST Global now has a presence in the United States of America, Europe, India, Latin America and the Philippines. Our Centers in India are based in Trivandrum, Cochin, Chennai, Gurgaon and Bangalore. Our India headquarters is in Trivandrum. The company follows an open communication policy with plenty of professional freedom and very high levels of responsibility. Its flat organizational structure helps to provide maximum employee involvement and dedication in building the company. We believe in long-term client relationships and are looking for people who want a challenging career, not 'just a job.'

<https://mail.google.com/mail/u/0?ik=09c82d3aab&view=pt&search=all&permthid=thread-f%3A1625357542268639489&siml=msg-f%3A1625357542268639489>



# DRD Communications and Software Private Limited

Regd. Office : 303, 3rd Floor, Building No. SCK - 01, SmartCity  
Kakkanad - 682 030, Kochi, Kerala, India.  
Phone : +91-484 2970335  
CIN: U72200KL2015FTC039205

Ref: DRDCS/HR/2018-19/196

Date: 05-Nov-2018

**ANPHY VARGHESE**  
Kudiyirikkal (H)  
Puthenvelikkara P O  
Ernakulam Dist  
PIN : 683594

Dear Ms. Anphy,

## Sub: Letter of Offer and Terms of Employment

Thank you for exploring career opportunities with DRD Communications And Software Private Limited (DRDINDIA). 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 are selected for the position of **Software Developer (Band VIBGYOR)**. Your annual CTC including all benefits will be **Rs.2,04,808/-**.

Please get in touch with the DRDINDIA - HR Manager / Induction officer within 7 days, and confirm your acceptance of this offer by signing and returning Annexure 2 of this letter. Your date of joining shall be **12<sup>th</sup> November 2018**. Annexure 3 provides the contact details of DRDINDIA offices.

Please note that this offer will lapse if it is not accepted within 7 days. In the event of any delay in your acceptance of this offer, DRDINDIA shall have the sole discretion to determine if this offer is open to you.

As discussed you shall join DRDINDIA on or before **12<sup>th</sup> November 2018**. If you fail to join by the said date this offer shall stand cancelled.



DRDCS/HR/LF/1

1 | Page



# MariApps Marine Solutions Private Limited



**Date:** 10-Oct-2018

To,

**Athulya Devassy  
Chirayath House,  
Nadavaramba P O  
Thrissur**

**SUBJECT: OFFER LETTER FOR THE POST OF SOFTWARE TRAINEE**

**Dear Athulya Devassy**


With reference to our interview we are pleased to offer you the post of **Software Trainee**. This offer is valid for acceptance in writing till **08-Oct-2018** and for joining on **10-Oct-18**. Your initial place of posting will be **Cochin**.

Please note your appointment is subject to reference checks and confirmation is subject to successful completion of minimum six months' probation.

You are requested to acknowledge and sign the duplicate of this letter as a token of your acceptance.

We look forward to a long and mutually beneficial association.

**Yours sincerely,  
For Mariapps Marine Solutions Private Limited.**

  
**Thomas John  
Director of Development & Operations**



I hereby agree to above terms and conditions

Signed: \_\_\_\_\_



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear ATHIRA JOY,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



UST/SC00045494-1-1-1 094073  
July 8, 2019

Blessy Thomas  
THRISSUR.

Subj: Letter of Offer

Dear Blessy,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with **US Technology International Pvt Ltd.** ("US Technology"). Please accept our heartfelt congratulations.

If you accept this offer and join our services, you will be designated as "**Assoc. Software Developer**", **A1**.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

The Overall compensation offered to you is **Rs.375,000.00/- (Rupees Three Lakh Seventy Five Thousand )** per annum. Please find details of the compensation and benefits you are being offered in Annexure 1.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that –

- (i) Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which apply to you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment from US Technology and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts/prohibits or debars you from accepting the offer made by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

This offer will be valid till **August 7, 2019**. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to



EYGBS (India) LLP  
3rd Floor, Tower 10,  
PMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6660 1000  
Fax: +91 080 6660 1000  
e-mail:

25 September, 2019

Ms Gopika Karolil Gopalakrishnan  
2/279, Karolil House,  
Elamkunnapuzha P O, Near Sujatha Theatre, Vypin,  
Cochin,  
Kerala - 682503

Contact No: +91 9048725683  
Email: gopikakarolil@gmail.com

Dear Gopika,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EYGBS (India) LLP" (the "Firm") subject to the following terms and conditions:

**1. POSITION:**

You will be appointed in the position of **Associate in EWT Systems and Tool Mgmt 1** in the Firm. Your Rank will be **66**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Kochi office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EYGBS (India) Private Limited, (A private limited company with registration no. U74140KX2005PT0040520) converted into EYGBS (India) LLP (a limited liability partnership with LLP Identity No. AAM-3794) effective 05 April, 2018. Regd. Office: 3rd floor, Tower 10, PMZ Infinity, Old Madras road, Bangalore - 560016, India

This file is signed using Digital Signature.



Date: 15/02/2019

To,

Mr. Ananth James

With reference to your application and subsequent discussion, we have pleasure in offering you an appointment in our organization as:

Designation: Programme Officer

Your initial place of work will be AURA Chittaseery, Thiruvananthapuram. Your duties, based on job requirement vary sometimes and may however be asked to perform various duties when it is needed.

Your monthly salary would be Rs.10,000/- INR per month. You will be placed on probationary for 6 months, during which your performance will be regularly reviewed. After the probationary period, based on your performance and the growth of our organization, your growth plan and remuneration can be carved.

You are required to join the organization by 1<sup>st</sup> March 2019. If this presents any concerns, please let us know at your earliest convenience. If you are able to commence at an earlier date, we would be very delighted.

Your appointment will be on a contract basis for 12 months. The organization and management has the sole authority to take any action on proven misconduct or failing to fulfil the assigned duties.

For any further clarification about this offer please feel free to contact with the organization.

Nithin Paul

Project Coordinator, AURA

For AURA, Chittaseery

Co-ordinator



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163493666/Trivandrum**  
**Date: 27/11/2018**

Ms. Ancy Mariya Varghese  
Thekkethala (H)Thazhekad,  
Kallettumkara P.O.,  
Irinjalakuda-680683,  
Kerala.  
Tel# -

Dear Ancy Mariya Varghese,

**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 **Assistant System Engineer-Trainee in Grade Y**. You will be assigned a role in the IT Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** 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 48 hours, 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.

**TCS Confidential**  
**TCSL/DT20163493666**

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

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India  
Tel: 0484 664 5000 Fax: 0484 664 5255 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

22<sup>nd</sup> June 2018

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Ms Angel Johny (ZM 76) is appointed as **Software Engineer Trainee** from 18<sup>th</sup> June 2018. Her services will be confirmed as **Software Engineer** after successful completion of probationary period.

For Zinemind Technologies Pvt Ltd

  
Semi Tomy

Manager HR





Edwin Earny &lt;edwinearny@gmail.com&gt;

---

**Job Confirmation - Edwin Earny**

---

**Muhammed Muneer R** <muneer\_r@reizend.in>

Sun, Sep 15, 2019 at 4:44 PM

To: edwinearny@gmail.com

Cc: noblejames@reizend.in, abingearge@reizend.in, deepak\_s\_l@reizend.in

Hi Edwin,

Greetings from Reizend!!

Further to the initial selection process and subsequent interactions, you are selected for the role of 'Junior Systems Engineer Trainee'. The traineeship period will be of 7 months and if on confirmation you will be promoted to the role of 'Junior Systems Engineer'. Your salary during the traineeship period will be INR 20,000 per month and after traineeship you will be getting a salary of INR 3,25,000 – 3,60,000 Per Annum. There would be an agreement to ensure that you stay with us for a minimum period of 18 months.

The date of joining would be 18<sup>th</sup> September 2019. We look forward for a very close association for a longer period and we strongly believe that, you will have a great platform towards the career growth with us.

*Thanks & Regards,***Muhammed Muneer R****Reizend IT Consultants**

Thejaswini Building || Technopark

Trivandrum || Kerala - 695581

---

**H.O: Drishya- SEZ (IT/ITES)**  
KINFRA Film & Video park || Trivandrum

Kerala – 695585 || India

Phone : 04712414455<http://www.reizendconsultants.com>





HRD/3T/18-19/12535457

Ms. Aathira Ravindran  
Candidate ID: 12535457  
Pattathattil house  
Eravimangalam p.o ,Nadathara  
Kerala  
Thrissur - 680 751  
India  
Ph: (91) 85472 14847

August 03, 2018

Dear Aathira,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2018.08.03 09:57:57 +05:30  
Reason: Offer Letter  
Location: Bangalore



## EMPLOYMENT CONTRACT

31/01/2019

UC/HR/APP/02/02/2019

To

Ayrin Clement  
Edamuttam,  
Thrissur,  
Kerala- 691573.

Dear Ms. Ayrin,

We are pleased to appoint you with **ULTICARMA PVT. LTD.** ("the Company") with effect from **01-02-2019** on the terms and conditions enumerated below. Please read them carefully and ensure that you understand them. If you have any clarifications regarding this employment contract, please contact HR Department.

The specific & initial terms and conditions of your employment with the Company are set forth below while the general terms and conditions of the employment with the Company are available in the **Ulticarma Pvt. Ltd. (Human Resources Manual)** document and will be further informed to you during the course of your employment with the Company. By signing this letter, you agree to accept and comply with the said Terms & Conditions.

### **1. Commencement**

Unless agreed otherwise, your probation period will commence on **01-02-2019**.

### **2. Position**

You will be employed as **Software Engineer- Trainee** ("The Position") for an initial probation period of **6 months**. Your performance will be evaluated after completion of **6 month** and the company reserves the right to confirm or terminate you depend on your performance and vacancy available with the company after **6 months** from date of your joining. However, in addition to your usual duties you will also perform, observe and conform to such directions and instructions assigned or communicated to you by the Company. The Company may from time to time change your duties in consultation with you.

### **3. Location of Employment**

You will initially be based at **Trivandrum, India**. The Company reserves the right to relocate you with reasonable prior notice to any other place in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern in which the Company may be having any interest whether existing or which may be set up in future at the sole discretion of the Company. However, the conditions of your services and your compensation will not be adversely affected by such relocation.

21-Nov-2018

Dear Lakshmi Jayavardhanan Munappil,  
B.Tech/B.E., Electronics and Communication Engineering  
Sahrdaya College of Engineering and Technology

**Candidate ID** – 12651148

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

**Signature :**

**Date:**

### Annexure A

<b>Name:</b>	Lakshmi Jayavardhanan Munappil	<b>Designation:</b>	Programmer Analyst Trainee
--------------	--------------------------------	---------------------	----------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Login to <https://nonecognizant.cognizant.com>->Total Rewards App for more details

*Hearty Welcome!*

Dear Amal S Chalissery,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,



John P J  
Vice President (HR)

To  
Shri.Amal S Chalissery  
Chalissery House  
Edathiruthy  
Thrissur  
Kerala-680703

Date: 3rd December 2018  
Ref: HR//375/2018

**Ms. Benit Babu**  
Cheruvathur (H)  
Vallivattom P O, Thrissur.

**APPOINTMENT LETTER**

We are pleased to offer you the post of **Programmer Trainee**, your monthly salary will be **Rs. 16,700/- (Rupees Sixteen Thousand Seven Hundred only)**. You will be on probation for a period of six months from the date of joining duty. On successful completion of six months your monthly salary will be **Rs. 23,400/- (Rupees Twenty Three Thousand Four Hundred only)**.

**The break up schedule of your salary is attached.**

The following documents need to be submitted:

1. Photocopy of your passport, Aadhar, certificates in support of your educational qualifications.
2. Relieving letter from your previous employer and last drawn pay slip.
3. Eight passport size color photographs & one stamp size.
4. Copy of your Driver's license \ Electoral ID etc.
5. Copy of Form 16 A from your previous employer

Please note that this appointment is subject to satisfactory professional reference checks.

**Terms of Service:**

**1. Employment Regulations:**

During your tenure at InApp, you forfeit any claims on the processes and deliverable developed by you, either independently or as part of a team. InApp will hold the intellectual property rights for all the work/development done by you, during the period of employment with the organisation.

You shall not engage yourself in any other occupation, trade or business while in our service and you will not divulge any business secrets of the organisation to anybody, while in our service, or after. You will treat matters pertaining to the company's business interests with utmost confidentiality and such confidentiality has to be maintained during your employment with the company and thereafter.

**2. Probation Period:**

You will be on probation period for six months from the date of joining duty; at the end of this period your performance will be evaluated. On successful completion, your terms and conditions will be reviewed and you will be placed in a suitable position in the organisation.

Employee's Initials:.....



## Welcome to Techversant Infotech

3 messages

Techversant Careers <careers@techversantinfotech.com>

Sun, Aug 11, 2019 at 3:08 PM

Cc: Veena M.I. <veena@techversantinfotech.com>

Bcc: ankithavenu8@gmail.com

Dear Candidate,

**We congratulate and welcome you to Techversant Family!**

We are happy to let you know that you have been selected for the position of " **Associate Software Engineer**" in Techversant Infotech Pvt. Ltd. You are requested to report on 12th August, 2019 at 10:00 AM to our First Floor, Lulu Cyber Tower - 1, Infopark, Cochin. We will be issuing your detailed salary fitment on your date of reporting. We expect you not to disclose your salary and keep it confidential, as the package which we have offered is best among our standards and any such disclosure may cause issues within the company. Please find attached file to know the details of documents to be submitted.

--  
---

Best Regards,



**Susmitha Resmi S.R.**

**Executive- Recruiter**

Techversant Infotech Pvt Ltd,

Module No:2306, Third Floor, Yamuna, Tower II,

Technopark Phase III SEZ Campus,

Trivandrum KERALA 695 581

p:+91-471-4014953 |

e: [careers@techversantinfotech.com](mailto:careers@techversantinfotech.com) | w: [www.techversantinfotech.com](http://www.techversantinfotech.com) |



**Annexure 1, Documents to be submitted on DOJ.xlsx (2) (1) (1) (1).pdf**

8 KB

ankitha venu <ankithavenu8@gmail.com>

Sun, Aug 11, 2019 at 6:30 PM

To: Techversant Careers <careers@techversantinfotech.com>

Cc: Veena M.I. <veena@techversantinfotech.com>

Thanks for the mail.

[Quoted text hidden]

ankitha venu <ankithavenu8@gmail.com>

Sun, Aug 11, 2019 at 10:56 PM

Draft

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

From: **Techversant Careers** <[careers@techversantinfotech.com](mailto:careers@techversantinfotech.com)>

Date: Sun, Aug 11, 2019, 3:08 PM

Subject: Welcome to Techversant Infotech

To:

Cc: Veena M.I. <[veena@techversantinfotech.com](mailto:veena@techversantinfotech.com)>

Dear Candidate,

**We congratulate and welcome you to Techversant Family!**

We are happy to let you know that you have been selected for the position of " **Associate Software Engineer**" in Techversant Infotech Pvt. Ltd. You are requested to report on 12th August, 2019 at 10:00 AM to our First Floor , Lulu Cyber Tower - 1, Infopark, Cochin. We will be issuing your detailed salary fitment on your date of reporting. We expect you not to disclose your salary and keep it confidential, as the package which we have offered is best among our standards and any such disclosure may cause issues within the company. Please find attached file to know the details of documents to be submitted .

--  
----

Best Regards,



**Susmitha Resmi S.R.**

**Executive- Recruiter**

Techversant Infotech Pvt Ltd,

Module No:2306, Third Floor, Yamuna, Tower II,

Technopark Phase III SEZ Campus,

Trivandrum KERALA 695 581

p:+91-471-4014953 |

e: [careers@techversantinfotech.com](mailto:careers@techversantinfotech.com) | w: [www.techversantinfotech.com](http://www.techversantinfotech.com) |



**Annexure 1, Documents to be submitted on DOJ.xlsx (2) (1) (1) (1).pdf**

8 KB



19 September 2019

Mr. Radin Lawrence  
Bangalore.

Dear Radin,

With reference to our discussions with you, we are pleased to offer you **Internship** in **SILICONCH SYSTEMS PVT LTD** for a period of **6 Months Only**. Your place of posting will be in Bangalore, India.

You will be paid a stipend of **INR 18,000/-** (Eighteen Thousand only). The payment will be monthly.

The remuneration offered to you has been taken into consideration based on the responsibilities of your position in the company. Based on your performance there on, you will be converted as a regular employee on successful completion of 6 months of Internship. Your appointment for regular employment will be made based on information provided by you. If there is any discrepancy in the information such as documents/certificates submitted, we reserve the right to review your appointment.

Your new position is classified as Internship.

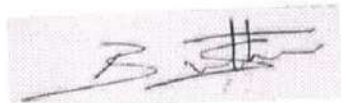
We will consider your first day with your new responsibilities no later than **23<sup>rd</sup> September 2019**.

Notice period for termination of services from either side, i.e., by you or the company will be 15 days during Internship and 90 days once you are converted as a full time employee.

We appreciate your association with **SILICONCH SYSTEMS PVT LTD** and take this opportunity to wish you a long and successful career with us.

Sincerely,

For **SILICONCH SYSTEMS PVT LTD**



**Santhosh Balaji,**  
Manager – HR & Finance

ACCEPTANCE

I, RADIN LAWRENCE hereby accept the position with Siliconch Systems Private Limited as outlined above:

Signature & Date:  / 20/9/19



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184828536/Trivandrum**  
**Date: 26/12/2018**

Ms. Athira Venugopal  
Arangath House, P O Kuzhur, Thrissur Dist. , Kerala,  
Kuzhur Post Office,  
Thrissur-680734,  
Kerala.  
Tel# 91-9207535810

Dear Athira Venugopal,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued 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.

**TCS Confidential**  
**TCSL/DT20184828536**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusumagin PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. 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 ₹600/- 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/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **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.

## 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.

## Loans

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

## 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

TCS Confidential

TCSL/DT20184828536

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, 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 XIIth 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.

### **2. 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.

### **3. 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.

#### **4. 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.

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

## **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. 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.

## **12. 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.

## **13. 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.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

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

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

#### **15. 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.

#### **16. 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.

#### **17. 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.

#### **18. 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.

#### **19. 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.

## 20. Initial Learning 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.

## 21. 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.

## 22. 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.



### **23. 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.



**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**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Athira Venugopal</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**28 January, 2020**

**Mr Ramees P K  
Pokkakkilath House,  
Kattoor, Near Kattoor Market,  
Thrissur,  
Kerala - 680702**

**Contact No: +91 9995255058  
Email: rameesp23@gmail.com**

Dear **Ramees,**

**Subject: Appointment in the position of  
Automation Engineer**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

**1. POSITION:**

You will be appointed in the position of **Automation Engineer in Automation Central - ES** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Trivandrum** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.



### **3. WORKING HOURS:**

You will be required to work in shifts. Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. It is expressly made clear herein that your applicable timings of work would be as decided and notified to you by the Firm, and by accepting this appointment letter you would be deemed to have given your consent to work in shifts. The Firm reserves the right to alter the shift timings from time to time. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires.

### **4. DATE OF JOINING:**

As per our discussion you will report to the Firm on **03 February, 2020** at First Floor, Thejaswini Building, Technopark Campus, Trivandrum, Kerala - 695581.

Please note that your work location may be different based on the service line you are joining.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 3,61,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Drishya Building, KINFRA (IT, Animation & Gaming) SEZ, Kazhakuttom, Thiruvananthapuram - 695585. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

## 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,



- you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 31 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving one months' notice in writing to the other, without assigning any reasons



thereof. The Firm reserves the right to pay or recover from you, one month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and





professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be



Building a better  
working world

construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.


- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

### Signature Not Verified

Signed by : SHANTHARAM  
Date : 28/Jan/2020 17:31:34  
Location : Bangalore  
Reason : 

### Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

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

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

Dear Ramees,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>Your Pan Card - Mandatory</li> <li>Aadhaar Card - Mandatory</li> <li>Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>▸ Graduation/Post-graduation</li> </ul> Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* <p>*For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets</p>	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

**Annexure B**

<b>Name</b>	Ramees P K	<b>DOJ</b>	03 February, 2020
<b>Designation</b>	Automation Engineer	<b>Service Line</b>	Automation Central - ES
<b>Rank</b>	44		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	12,033	1,44,400
House Rent Allowance (HRA)	6,017	72,200
Other allowance including flexible components 1	6,413	76,960
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>30,083</b>	<b>3,61,000</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		16,772
Gratuity 4		6,946
<b>Total of Benefits</b>		<b>23,718</b>

**Notes:**

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>3</sup> Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 3,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 3,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 10,83,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.

ISYX/NP/LP/01/19-02

02<sup>nd</sup> April, 2019

**Human Resource Team  
UST Global  
Bengaluru**

**Subject: Deputation of Mr- Prince Sibi at UST Global –Bengaluru Premises**

Dear HR Team,

At the very outset, we thank you very much for the kind courtesy shown towards our employees during their visit to your organisation.

In reference to the above subject, we would like to inform you that Mr. Prince Sibi, EMP ID: 80252 is an employee of ISYX Technologies India Pvt Ltd and he will be on working at UST Global Bengaluru Premises on deputation as a Support Engineer.

The deputation would be for a period of six months effective 03<sup>rd</sup> April 2019. Duration of deputation may be further extended/ shortened based on the exigencies of work.

Thanking you and assuring you of best services as always.

Yours Sincerely,

**For ISYX Technologies India Private Limited**



**Pranoy Paul**  
**Human Resource – Business Partner**



**INDIA:**

ISYX Technologies India (P) Ltd.  
Registered Office: Y Tower, 12/971B,  
Civil Lane Road, Cochin, Kerala. PIN: 682030  
CIN:U72200KL2011PTCO29762.  
Tel +91 484- 7112333, Fax:+91 484 7112344

**Branches :**

Trivandrum, Pune, Bangalore,  
Hyderabad, Chennai

**International Offices:**

Dubai, Abu Dhabi, Doha,  
London, Kenya, Singapore



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184874810/Trivandrum**  
**Date: 26/12/2018**

Ms. Niyamol Wilson  
Karekkatt House P.O. Meladoor,  
Holy Child Central School Snehagiri,  
Thrissur-680741,  
Kerala.  
Tel# 91-9497624852

Dear Niyamol Wilson,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued 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.

**TCS Confidential**  
**TCSL/DT20184874810**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change based on your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- 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/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **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.

## 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.

## Loans

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

## 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

TCS Confidential

TCSL/DT20184874810

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, 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 XIIth 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.

### **2. 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.

### **3. 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.

#### **4. 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.

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

## **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. 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.

## **12. 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.

## **13. 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.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

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

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

#### **15. 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.

#### **16. 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.

#### **17. 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.

#### **18. 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.

#### **19. 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.

## 20. Initial Learning 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.

## 21. 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.

## 22. 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.



### **23. 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.





**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**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Niyamol Wilson</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.





## Offer Of Employment

1 message

Infosys Limited <offers@infosys.com>  
To: merlinadayal@gmail.com <merlinadayal@gmail.com>

Fri 25 Jan, 2019 at 2:31 PM



Dear Merlin George,

Congratulations!!!

This conditional offer of employment is being extended to you on the basis of the information that you have filled at the time of the selection process. If you fail to meet any of our selection criteria, the organization has the rights to revoke the offer.

This has reference to your participation in our selection process. We are pleased to extend you an offer of employment as Systems Engineer in Infosys. Please find attached the offer of employment with your confirmed date of joining. Please note that you are expected to report at the location of training a day prior to your date of joining. It is mandatory that you carry a print of this, along with the completed service agreement when you join us. These documents would be considered as original and valid. The instructions to complete the agreement is attached for your reference.

An elaborate communication on the Accommodation and other joining related formalities will follow. Our offer to you as a Systems Engineer is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a simple average not less than what was specified while filling your online application form during the selection process.

### **Academic Eligibility Criteria For Joining**

**Point 1-** Our offer to you as a Systems Engineer is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a simple average not less than what was specified while filling your online application form during the selection process.

**Point 2-** Should not have participated in our selection process more than once in a span of 6 months i.e there has to be a gap of 6 months between two consecutive selection process you attend with Infosys Ltd.

**Point 3-** All percentages/CGPA should be simple average of all your subjects/semesters/years including electives, optional subjects, additional subjects, practical subjects, languages etc.,

**Point 4-** In case if you do not meet the above stated eligibility criteria as on the date of joining, you are not eligible to join. Please mail us at [offer\\_extension@infosys.com](mailto:offer_extension@infosys.com) with your Candidate ID and your Role in the subject line.

**Point 5-** Your employment will be terminated if you fail to meet the required simple average/CGPA including the semesters for which results are awaited, after your joining.

For any changes in your existing profile, please mail us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com). Please mention your Role and Candidate ID in the subject line of your mails.

We look forward to seeing you at Infosys.

Regards,  
Team HRD  
Infosys Ltd.

### **Note**

*Infosys does not take payment from candidates for employment purposes nor do we authorize vendors to recruit Freshers on its behalf. Infosys will not be liable for any kind of loss or damage incurred as a result of your dealing with such entities. If you receive any suspicious or fraudulent offers, email us at [Infyrec\\_support@infosys.com](mailto:Infyrec_support@infosys.com) with 'Fraud' in the subject line.*

P.S: Please do not respond to this email id as incoming emails to this account are not monitored



AZTEC/HR/2018/SDO/OL/20

Date: 14.04.2018

Linda Sarah Mathews

Dear Linda

Sub : Offer Letter

Greetings

On the basis of the Interview held on 10/04/2018, it is the pleasure of the board of Directors of Aztec Solutions to confirm our offer of employment to you as a Skill Development Officer in our Organization. You will be paid a consolidated monthly salary of Rs 13000/-which includes the accommodation allowance of 2500 during the probation period of ten months. Your appointment procedures will be got finalized only after getting the ready to join mail from your end with the consensus to work anywhere in Kerala.

Thanking you

Sincerely

Gayathry Suresh

Lead Officer, HR



Date: 3<sup>rd</sup> March 2019  
Ref: TUTIS/HR - OFL/06

**Personal & Confidential**

To,  
Ms. MAHITHA JOHNS  
Email: [mahithajohns@gmail.com](mailto:mahithajohns@gmail.com)

**Sub: - Letter of Appointment**

With reference to the interview we had with you, we are pleased to offer you the position as **Business Development Executive (BDE) - Training & Learning** under the following terms and conditions:

**1. Commencement Date** - Your date of appointment will be effective from: *(Please fill)* -

**2. Salary and Benefits**

2.1 Your Monthly Gross Salary is AED 2500/- (AED Two Thousand Five Hundred Only).

2.2 Incentive will be discuss with Operation at the time of joining.

2.3 Free Transportation will be provided for official purpose.

2.4 30 Days paid leave with up & down economy class ticket to origin country.

2.5 You will be on probation for a period of three months, which can be extended if the company thinks necessary and will be confirmed in service only when communicated in writing of your confirmation. During the probation period the company reserves the right to terminate your services without notice and without assigning any reason.

2.6 In probation period, if you discontinue regardless of any situation you will not be eligible to get any benefits of your service from the company.

**3. Place of work**

Your initial employment location will be UAE. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

**4. Working Hours**

The shift will be from Sunday to Thursday with the timing 9.00 am to 6.00 pm.

5. You are not allowed to engage yourself in any other job, vacation, remunerative activity or business of profit without the written permission from the management.

6. You are expected to keep utmost confidentiality of the operations of the company and you shall not disclose any privileged information, which could be considered detrimental to the company.

*(Handwritten signature)*





7. This offer will be valid for a period of 15 days from date. However, you are requested to communicate your acceptance of this offer within seven days of this offer.

### 8. Acceptance

Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

We look forward to your joining us for a long, successful and mutually beneficial association

Sincerely,

Chief Executive Officer



### Acceptance of offer of employment

I, \_\_\_\_\_ do hereby accept this offer of employment and agree to follow the rules of the company with regard to employment, code of conduct and discipline. I also accept the termination clause associated therewith.

Signature:

Date of joining:



04-Jan-2019

Dear Soumya P Menon,  
B.Tech, Electronics & Communication Engineering  
Sahrdaya College of Engineering and Technology

Candidate ID – 12789195

In continuation to our discussions, we are pleased to offer you the role of **Engineer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

## Annexure A

<b>Name:</b>	Soumya P Menon	<b>Designation:</b>	Engineer Trainee
--------------	----------------	---------------------	------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**13 September, 2019**

**Mr Tony Antony  
Chakkalamattath House,  
Thumboor P.O.,  
Irinjalakuda,  
Kerala - 680662**

**Contact No: +91 8589969860  
Email: tony007ca@gmail.com**

Dear Tony,

**Subject: Appointment in the position of  
Automation Engineer**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

**1. POSITION:**

You will be appointed in the position of **Automation Engineer** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Trivandrum** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.



### **3. WORKING HOURS:**

You will be required to work in shifts. Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. It is expressly made clear herein that your applicable timings of work would be as decided and notified to you by the Firm, and by accepting this appointment letter you would be deemed to have given your consent to work in shifts. The Firm reserves the right to alter the shift timings from time to time. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires.

### **4. DATE OF JOINING:**

As per our discussion you will report to the Firm on **16 September, 2019** at First Floor, Thejaswini Building, Technopark Campus, Trivandrum, Kerala - 695581 .

Please note that your work location may be different based on the service line you are joining.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 3,61,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Drishya Building, KINFRA (IT, Animation & Gaming) SEZ, Kazhakuttom, Thiruvananthapuram - 695585. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.



## 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,



- you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 31 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons

thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and



professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be



Building a better  
working world

construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.

- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

### Signature Not Verified

Signed by : SHANTHARAM Y OUBBILISHETTY  
Date : 13/Sep/2019 20:06:24  
Location : Bangalore  
Reason : 

### Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

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

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

Dear **Tony**,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>Your Pan Card - Mandatory</li> <li>Aadhaar Card - Mandatory</li> <li>Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>► Graduation/Post-graduation</li> </ul> Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* <p>*For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets</p>	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

**Annexure B**

<b>Name</b>	<b>Tony Antony</b>	<b>DOJ</b>	<b>16 September, 2019</b>
<b>Designation</b>	<b>Automation Engineer</b>	<b>Service Line</b>	
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	12,033	1,44,400
House Rent Allowance (HRA)	6,017	72,200
Other allowance including flexible components 1	6,413	76,960
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>30,083</b>	<b>3,61,000</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		16,772
Gratuity 4		6,946
<b>Total of Benefits</b>		<b>23,718</b>

**Notes:**

As per policy of the Firm, in addition to your fixed compensation you will be eligible to participate in the EY GDS Variable Pay Bonus Program, which drives a pay for performance approach providing differential reward based on EY, EY GDS, business unit and personal performance. This will be payable on or before 30 September. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>2</sup> Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 3,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 3,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 10,83,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>3</sup> Gratuity will be paid as per provisions under the prevailing regulations.





---

## Fwd: EY Offer Letter

1 message

---

**syam krishna** <syamofficial14@gmail.com>  
To: vidyamolk@sahrdaya.ac.in

Mon, 16 Mar 2020 at 7:42 pm

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

From: **EY Careers** <ey.careers@ey.com>  
Date: Tue, 2 Jul, 2019, 12:01 am  
Subject: EY Offer Letter  
To: <syamofficial14@gmail.com>

Dear Syamkrishna,

### **Congratulations!**

With reference to the discussion we had with you, we are pleased to offer you the position of a Automation Engineer with **EY Global Delivery Services** Trivandrum, India. The terms and conditions of your employment are detailed in the offer letter attached.

We await a confirmatory mail from you on:

- a) Acceptance of the offer (within 1 working days)
- b) Your current employer's acceptance of your resignation and last working day
- c) Your joining date with us

We have attached the EY brochure which will provide you with additional information.

We wish you a long and fulfilling career with Global Delivery Services.

Kind Regards

EY GDS India Recruitment Team

Thank you for your interest in EY.

This email has been generated on behalf of EY Global Services Limited, a private company limited by shares registered in England and Wales with registered number 05483856 and registered office at 6 More London Place London, SE1 2DA, United Kingdom. The business of EY Global Services Limited is confined to the provision of services to member firms of Ernst & Young Global Limited. EY Global Services Limited does not provide services to clients.

EY refers to the global organization, and may refer to one or more, of the member firms of Ernst & Young Global Limited, each of which is a separate legal entity. Ernst & Young Global Limited, a UK company limited by guarantee, does not provide services to clients.



## Fwd: Internship Appointment Letter

1 message

ashna sunny <ash96sun@yahoo.co.in>  
To: vidyamolk@sahrdaya.ac.in

Mon, 16 Mar 2020 at 11:56 am

Sent from my iPhone

Begin forwarded message:

**From:** Phani Kumar Sivaraju <[phanik@focaloid.com](mailto:phanik@focaloid.com)>  
**Date:** 13 December 2018 at 8:41:20 PM IST  
**To:** [ash96sun@yahoo.co.in](mailto:ash96sun@yahoo.co.in), [ash96sun@gmail.com](mailto:ash96sun@gmail.com)  
**Cc:** HR Focaloid <[hr@focaloid.com](mailto:hr@focaloid.com)>, HR2 Focaloid <[hr2@focaloid.com](mailto:hr2@focaloid.com)>, Anish Prakash <[anish@focaloid.com](mailto:anish@focaloid.com)>  
**Subject:** Internship Appointment Letter

Dear Ms.Ashna Sunny,

On behalf of Focaloid Technologies Private Limited, Kochi, I am pleased to extend to you this offer of Internship as a Digital Marketing Intern, reporting to the Manager, Digital Marketing. If you accept this offer, you will begin your internship with the Company on Monday, 17th December 2018 and you will be working 5 days a week, Monday to Friday. Your work timings will be 9 AM to 6 PM.

As an intern you will not receive any of the monetary employee benefits that the regular Company employees receive, including, but not limited to, salary, health insurance, vacation or sick pay, paid holidays etc.

Your internship is expected to end on Tuesday, 16th April 2019. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

At the end of your internship, you shall receive an Internship Completion Certificate from Focaloid Technologies Pvt. Ltd.

During your internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by replying to this email with your written acceptance. If you have any questions, please contact do not hesitate to contact me.

Thanks & Regards,



**Phani Kumar S**

Manager, Digital Marketing, Focaloid Technologies Pvt. Ltd.

Mobile: +91-9567-628-928

Website: <http://www.focaloid.com>

Address: 1st Floor, Geo Infopark, Plot 16, KINFRA Park, Infopark PO, Kochi, Kerala 682042



---

## Fwd: Offer letter

1 message

---

**Siril Joy** <siriljoy10@gmail.com>  
To: vidyamolk@sahrdaya.ac.in

Tue, 17 Mar 2020 at 10:03 am

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

From: **Manju Jayaraj** <Manju.Jayaraj@sarangaindia.com>  
Date: Mon 10 Dec, 2018, 1:15 PM  
Subject: Offer letter  
To: [siriljoy10@gmail.com](mailto:siriljoy10@gmail.com) <[siriljoy10@gmail.com](mailto:siriljoy10@gmail.com)>  
Cc: Vinil George <[vinil.g@sarangaindia.com](mailto:vinil.g@sarangaindia.com)>

Dear Siril,

We are pleased to inform you that you have been selected to join the services of Saranga Geosoftware & Engineering Services Pvt Ltd. as **HFC Engineer Trainee**. Your date of joining will be **13<sup>th</sup> December 2018** at 9.30am. Detailed offer letter is attached with this mail.

Kindly send the scan copies of your 10<sup>th</sup>, 12<sup>th</sup>, degree certificates, aadhar and also scanned image of your passport size photograph on or before 11<sup>th</sup> December.

Kindly confirm your acceptance of offer today itself by e-mail or over phone.

Best Regards,

**Manju Jayaraj**

Sr. Executive HR & Admin

[IMMCO Inc | http://www.immcoinc.com](http://www.immcoinc.com)

[manju.jayaraj@sarangaindia.com](mailto:manju.jayaraj@sarangaindia.com)



IMMCO M: +91-9947783435

**P** Think before printing this mail. Save paper, Save Earth!



---

## Fwd: Welcome Email

1 message

---

**ANNA J MOYALAN** <annajmoyalan20@gmail.com>  
To: vidyamolk@sahrdaya.ac.in

Mon, 16 Mar 2020 at 10:23 pm

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

From: **myHR GDS** <myhr.gds@xe04.ey.com>  
Date: Fri 3 May, 2019, 4:24 PM  
Subject: Welcome Email  
To: [annajmoyalan20@gmail.com](mailto:annajmoyalan20@gmail.com) <[annajmoyalan20@gmail.com](mailto:annajmoyalan20@gmail.com)>

Dear Anna,

We are excited to welcome you, and look forward to you having an exceptional career with us here at EY GDS.

To get you settled in to your new role, we welcome you to a **New Hire Orientation(NHO) session**, where you will be introduced to the world of EY.

**Here are the details of your NHO session:**

**Date:** 06-05-2019

**Venue:** Ernst & Young Global Shared Services,First Floor, Thejaswini, Technopark,Trivandrum - 695581, Kerala, GSS - India

**Time:** 9:00AM

▶ Complete the attached Information Sheet and carry the print out of the same

▶ **4 passport size photographs** in formals with a white background

▶ **Three** printed copies of the following documents:

▶ Your Pan Card - Mandatory

▶ Aadhaar Card - Mandatory

▶ Your passport, voters ID, ration card, driving license or ESIC card

▶ **Single** printed copies of all semester and year mark sheets, degree and provisional certificates for:

▶ Graduation/Post-graduation

**Note:** *If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results*

▶ For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details

▶ Professional qualification certificates\*

\*For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets

▶ Experience certificate or relieving letter from from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us.

**However, the relieving letter should be submitted to us within 30 days of joining.**

▶ PF declaration form

▶ Bank details - Account number along with the IFSC code

▶ Last drawn payslip from your previous employer

The following details are mandatory.

▶ Your blood group

▶ Name, address (preferably residence address) and telephone number of two references,excluding relatives.If you have prior work experience,one reference has to be from the last organization or employer.

**Please note:** You will receive your access card and ID card at the orientation.

We look forward to seeing you soon.

[Click here](#) to know more about EY.

Regards,  
EY GDS India

---

The information contained in this communication is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. It may contain confidential or legally privileged information. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by responding to this email and then delete it from your system. EY is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt.



# Hewlett Packard Enterprise

## Hewlett Packard Enterprise GlobalSoft Private Limited

No. 24, Salarpuria Arena  
Hosur Main Road, Adugodi  
Bengaluru – 560 030  
Karnataka  
India

18 Feb, 2019

Dear MERIN VINCENT

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include **criminal checks**, verification of previous employment, education verification, **credit check** and appropriate identification verification) being conducted either by HPE or an appropriate third party, and the results of such background checks being favorable in HPE's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At Hewlett Packard Enterprise, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

We welcome you to join us in this exciting journey.

Thanking you

**Hewlett Packard Enterprise GlobalSoft Private Limited, No. 24, Salarpuria Arena, Hosur Main Road, Adugodi, Bengaluru – 560 030, Karnataka, India**

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

18 Feb, 2019

MERIN VINCENT  
Swaraj nagar,Nellikunnu  
Thrissur India 680005

Dear MERIN VINCENT,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 25 Feb, 2019.

Your appointment at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. is on the following terms and conditions:

## 1 PAY and BENEFITS

### 1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

### 1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Flexible Benefit Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### 1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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





# Hewlett Packard Enterprise

## 1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

## 1.5 Variable Pay Program:

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

## 1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

## 1.7. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

## 1.8 Relocation Expenses

In the event of you having to relocate to your place of posting, you would be eligible for relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount is fully recoverable in the event you leave the Company within 12 months from your date of joining the company.

## 2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Services

Job Family: Customer Solution Center-Techn

Job Code & Job Title (Internal): E0S30F - Technical Solutions Cons I-b

Job Level: Entry

Salary Grade: M13

FOR Company

Shalini Dutta

APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

## 2.2. Work Place

You are initially appointed to work in our office in Bangalore . You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

## 2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

## 2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

## 2.5 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## 2.6 Notice for Separation/ Termination

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you 'Salary for two months' in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

## 2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

## 2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

The HPE Standards of Business Conduct is available at HPE web site <http://investors.hpe.com/governance/sbc>.

## 2.9 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Enclosed:

- a) Annexure (I) - Annualized Compensation & Benefit Statement
- b) Annexure (II) - Flexible Benefit Plan

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

Annualized Compensation & Benefits Statement – Annexure I

*All figures are INR per annum*

(A) Basic Salary Rs200,000

(B) Flexible Benefit Plan Rs266,380

(C) Retirals Rs33,620

*Provident Fund @12%*

*Gratuity @ 4.81%*

**Total Cost to Company 500,000.00**

18 Feb, 2019

MERIN VINCENT

## CONFIDENTIAL

Dear MERIN VINCENT

Further to our letter of appointment dated 18 Feb, 2019, please note that you would be entitled to a joining bonus of 75,000.00(Seventy Five Thousand only)

### Terms and conditions applicable in respect of Joining Bonus are as follows:

The Joining Bonus is payable to you along with your salary at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. . All applicable taxes in respect of the Bonus shall be to your account. The Bonus shall be subject to all statutory deductions. Any tax deduction will be to your account.

In the event there is a separation or termination of your employment with the company prior to the completion of one year from the date of your joining the company for any reason whatsoever, you agree that you shall return the entire Bonus to the company. The company shall also be entitled to take this Bonus into account for reconciling any amounts due to you from the company upon separation/ termination as aforesaid. Any such deduction from amounts owing to you by the company upon separation/termination as aforesaid shall not affect the company's rights in law or equity in respect of the amounts of uncovered Bonus, if any. You shall not be bound to return the Bonus to the company after the expiry of one year from the date of your joining the company.

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

We hope that your association with the company will be satisfying and mutually beneficial. Please sign and return the original of this letter as a token of your acceptance and understanding of the above terms. Both of us accept and understand that this letter records the complete terms regarding the subject matter hereof.

**Annexure II**  
**Flexible Benefits Plan (FBP)**  
**Mainstream Base- SU1**  
**Mainstream Entry- Intermediate**

- 1. House Rent Allowance:  
Maximum Limit (per annum) 60% of Annual Basic  
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
  
- 2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2014 to 2017.)  
Maximum Limit (per annum) 20% of Annual Basic  
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave
  
- 3. Children education allowance for maximum of 2 dependent children :  
Maximum Limit (per annum) (Per child per month Rs.100) Rs.2,400  
Supporting Documents: Declaration\*
  
- 4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):  
Maximum Limit (per annum) (Per child per month Rs.300) Rs.7,200  
Supporting Documents: Declaration\*
  
- 5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants by the employee during the course of his workday):  
Maximum Limit (per annum): Rs.19,800  
Supporting Documents: As per program guidelines
  
- 6. **Bonus/Exgratia** - For those earning basic salary up to Rs.21, 000/-pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having basic salary above Rs.21, 000/-pm this amount will be treated as ex gratia.

7. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year  
Maximum Limit (per annum): 100% of FBP. Supporting Documents: Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

## Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
  
2. The year for the purpose of this plan will be 1st April to 31st March.
  
3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another.
  - b) Change of grade/level.
  - c) Change of residential accommodation.
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
  
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
  - a) 25% of the annual kitty in Q1
  - b) 25% of the annual kitty in Q2 & balance of Q1, if any
  - c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 - April, May, June
- b) Q2 - July, August, September
- c) Q3 - October, November, December
- d) Q4 - January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

8. Components / benefits offered as part of FBP are subject to change based on amendments to applicable tax laws / rules and Company policies.

### Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

#### Please note

- 1. Originals are required only for verification and will be returned back immediately
- 2. Please carry a printout of this letter when submitting the joining documents.
- 3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:

Original required for verification - Yes

No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:

Original required for verification - Yes

No of copies - Two

3. Salary details of previous Employment:

Original required for verification - Yes

No of copies - Two

FOR Company

Shalini Dutta

APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:

Original required for verification - Yes

No of copies - Two

5. Copy of PAN card/Application ID for PAN card applied:

Original required for verification - No

No of copies - One

6. Age Proof – Copy of Passport or Pan card or Driving license:

Original required for verification - No

No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:

Original required for verification - No

No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes

No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy.

No other types of photographs would be accepted:

Original required for verification - Yes

No of copies - Four

10. NSR Registration Number:

Original required for verification - N/A

No of copies - N/A

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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





# Hewlett Packard Enterprise

11. Note down your parents' dates of birth for nomination in PF, Gratuity:

Original required for verification - N/A

No of copies - N/A

## Agreement Regarding Confidential Information and Proprietary Developments

### India

MERIN VINCENT

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

- (a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;
- (b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and
- (c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, "**Competing Line of Business**" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "**Company Employee**" means an individual employed by or retained as a consultant to Company or its related corporations. "**Company Supplier**" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



# Hewlett Packard Enterprise

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Shalini Dutta  
APJ Technology & Services Talent Acquisition  
Manager

FOR Employee

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

Signature: \_\_\_\_\_

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



---

## Welcome to Techversant Infotech

1 message

---

**Techversant Careers** <careers@techversantinfotech.com>

Sun, Aug 11, 2019 at 3:08 PM

Cc: Veena M.I. <veena@techversantinfotech.com>

Bcc: ankithavenu8@gmail.com

Dear Candidate,

**We congratulate and welcome you to Techversant Family!**

We are happy to let you know that you have been selected for the position of " **Associate Software Engineer**" in Techversant Infotech Pvt. Ltd. You are requested to report on 12th August, 2019 at 10:00 AM to our First Floor, Lulu Cyber Tower - 1, Infopark, Cochin. We will be issuing your detailed salary fitment on your date of reporting. We expect you not to disclose your salary and keep it confidential, as the package which we have offered is best among our standards and any such disclosure may cause issues within the company. Please find attached file to know the details of documents to be submitted.

--  
---

Best Regards,



**Susmitha Resmi S.R.**

**Executive- Recruiter**

Techversant Infotech Pvt Ltd,

Module No:2306,Third Floor, Yamuna, Tower II,

Technopark Phase III SEZ Campus,

Trivandrum KERALA 695 581

p:+91-471-4014953 |

e: [careers@techversantinfotech.com](mailto:careers@techversantinfotech.com) |w: [www.techversantinfotech.com](http://www.techversantinfotech.com) |



**Annexure 1, Documents to be submitted on DOJ.xlsx (2) (1) (1) (1).pdf**

8 KB

04-Jan-2019

Dear Megha Mohan,  
B.Tech, Electronics & Communication Engineering  
Sahrdaya College of Engineering and Technology

Candidate ID – 12737723

In continuation to our discussions, we are pleased to offer you the role of **Engineer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Megha Mohan	<b>Designation:</b>	Engineer Trainee
--------------	-------------	---------------------	------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



04-Jan-2019

Dear Megha Mohan,  
B.Tech, Electronics & Communication Engineering  
Sahrdaya College of Engineering and Technology

Candidate ID – 12737723

In continuation to our discussions, we are pleased to offer you the role of **Engineer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b> Megha Mohan	<b>Designation:</b> Engineer Trainee
--------------------------	--------------------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Dear Ms. Archana K P

This is with reference to your application for a position at Quadra, and your subsequent job interviews at our Coimbatore office. We are pleased to offer you employment as below:

Position : Inside Account Manager

CTC : 15,000/- .PM

Location : Quadra, Coimbatore

Joining Date : 26<sup>th</sup> Aug 2019.

At Quadra, we firmly believe that people are our greatest assets, and we look forward to have you as a part of our globally recognized team.

Your formal offer letter will be provided to you on the date of joining. Please bring your original certificates (Aadhaar, PAN, 10<sup>th</sup>, 12<sup>th</sup>, Degree/PG) at the time of joining. If you have any questions or clarifications, please feel free to reach out to me.

Wishing you a very successful career at Quadra !!

Best Regards

**Jisha P** | Senior Manager - HR | +91 63818 85256  
**Quadrastystems.net** (India) Private Limited



HRD/3T/18-19/12535459

Ms. Gopika P R  
Candidate ID: 12535459  
Paikkattu Mana  
Kizhupillikara P O  
Kerala  
Thrissur - 680702  
India  
Ph: (91) 97447 65089

September 21, 2018

Dear Gopika P R,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2018.09.21 14:06:40 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/18-19/12535459

September 21, 2018

Ms. Gopika P R  
Candidate ID: 12535459  
Paikkattu Mana  
Kizhupillikara P O  
Kerala  
Thrissur - 680702  
India  
Ph: (91) 97447 65089

Dear Gopika P R,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **December 03, 2018**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.





This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. Gopika P R</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				6,420
FIXED DEARNESS ALLOWANCE (FDA)				1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)				9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)				1,429
PERSONAL ALLOWANCE				2,935
<b>MONTHLY GROSS SALARY</b>				<b>21,161</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				75
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)				902
GRATUITY - 4.81% of (Basic + FDA)				362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>				<b>22,500</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

**ANNEXURE- II**  
**(Compensation post Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Gopika P R</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
<b>MONTHLY GROSS SALARY</b>	<b>21,978</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 15%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.



21-Nov-2018

Dear Lakshmi Jayavardhanan Munappil,  
B.Tech/B.E., Electronics and Communication Engineering  
Sahrdaya College of Engineering and Technology

**Candidate ID** – 12651148

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

**Signature :**

**Date:**

### Annexure A

**Name:** Lakshmi Jayavardhanan Munappil      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Login to <https://nonecognizant.cognizant.com>->Total Rewards App for more details

21-Nov-2018

Dear Lakshmiprabha P Valloppilli,  
B.Tech/B.E., Electronics and Communication Engineering  
Sahrdaya College of Engineering and Technology

**Candidate ID** – 12651154

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

**Signature :**

**Date:**

### Annexure A

<b>Name:</b>	Lakshmi Prabha P Valloppilli	<b>Designation:</b>	Programmer Analyst Trainee
--------------	------------------------------	---------------------	----------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Login to <https://nonecognizant.cognizant.com>->Total Rewards App for more details

Date :20/08/2018



## JOB OFFER LETTER

Dear Emil Thomas,

Congratulations! We are pleased to confirm you have been selected to work for **GL InfoTech**. We are delighted to make you the following job offer. The position we are offering is that of **Business Analyst** at a salary of Rs. 15000/-.

Your working hours will be from 10.00 a.m. to 7.00.p.m.

Date of Joining: 01/09/2018

Conditions:

- 1) If your services are found non-satisfactory during 3 month period, you will be terminated without notice period.
- 2) If you take any awful action to company, you will be terminated at any time.
- 3) First salary date will extend 15 days from joining date
- 4) If you are like to termination, your notice period will be 2 months from the start of salary date.
- 5) Your services may be terminated by giving 1 month notice period by our side from the start of salary date.
- 6) Salary increment will be applicable based on company development and your performance.
- 7) Please sign the enclosed copy of this letter and return it to me by **02-09-2018** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our company, **GL Info-Tech** and look forward to working with you.



Vijeesh Varghese  
**C.E.O**  
GL InfoTech

EMIL THOMAS  
**Business Analyst**  
GL InfoTech





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163493851/Trivandrum**  
**Date: 22/11/2018**

Ms. Smruthy Tp  
Thottiparambil House Pulakkattukara,  
Near Toll Plaza Paliyekkara,  
Thrissur-680301,  
Kerala.  
Tel# -

Dear Smruthy Tp,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued 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.

**TCS Confidential**  
**TCSL/DT20163493851**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusumagin PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. 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 ₹600/- 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/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **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.

## 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.

## Loans

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

## 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

TCS Confidential

TCSL/DT20163493851

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, 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 XIIth 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.

### **2. 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.

### **3. 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.

#### **4. 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.

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

## 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. 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.

## 12. 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.

## 13. 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.

## 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

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

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

#### **15. 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.

#### **16. 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.

#### **17. 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.

#### **18. 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.

#### **19. 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.

## **20. Initial Learning 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.

## **21. 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.

## **22. 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.



### **23. 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.



**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**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Smruthy Tp</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

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

#### **8. No License**

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





## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

\*\*\* Congratulations on your selection in the recruitment process conducted by UST Global at KMEA Engineering College, Kochi on 10th January, 2019 \*\*\*



Campus Relations <Campus.Relations@ust-global.com>  
to me

Tue, Jan 15, 3:57 PM ☆ ↩ ⋮

Dear Ann Maria M J,

Greetings from UST Global!

Congratulations on your selection in the recruitment process conducted by UST Global at KMEA Engineering College, Kochi on 10<sup>th</sup> January, 2019

We welcome you to an exciting journey—a career with UST Global!!!

We are happy that you made the astute decision of choosing to join the UST Global family. Becoming a USociate is an achievement you can justifiably be proud of. Let us together make UST Global the best Digital services company in the world.

UST Global offers you a world of opportunities with an environment conducive to learning and development, both personally and professionally. We sincerely believe that UST Global would give you the growth and exposure that you aspire for.

At UST Global, you never walk alone. With you, in your journey, are 22,000 plus USociates across various locations in India, USA, Philippines, Malaysia, Mexico and Europe. We USociates stand unique with our values and work culture bequeathed to us by our late founder Chairman Mr. G A. Menon. These values are dear to us and are our soul and Identity.

UST Global (UST) is a leading provider of end-to-end IT services and solutions for Global 1000 companies. Our Headquarters is in Aliso Viejo, California. Having started operations in 1999 with just 14 people, the workforce has, over a period of 19 years, grown to over 22,000+ proficient individuals working from 25 locations spread across 4 continents. UST Global now has a presence in the United States of America, Europe, India, Latin America and the Philippines. Our Centers in India are based in Trivandrum, Cochin, Chennai, Gurgaon and Bangalore. Our India headquarters is in Trivandrum. The company follows an open communication policy with plenty of professional freedom and very high levels of responsibility. Its flat organizational structure helps to provide maximum employee involvement and dedication in building the company. We believe in long-term client relationships and are looking for people who want a challenging career, not just a job!

# O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 3014120

FAX : (0484) 2302287, 2302211

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY : ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PER/108

PHONE : (0484) 3053600, 2711321 to 2711328 FAX : (0484) 2711891

1st April, 2019

OUR REF:  
YOUR REF:

Ms. LIMLY IGNATIOUS,  
CHERUKARAN HOUSE,  
OLLUR P O,  
THRISSUR DIST.

Dear Madam,

## Apprenticeship Training under Certified Standing Orders

We refer to your application for Apprenticeship Training in our organization and the interview you had attended on 30th March, 2019.

We are pleased to inform you that you have been selected to undergo Apprenticeship Training as per the Certified Standing Orders of the Company, subject to the following terms and conditions:-

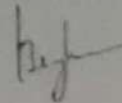
1. The Apprenticeship Training will be for a period of One year only.
2. The consolidated monthly stipend payable to you will be **Rs.6500/-**. No other allowance will be paid.
3. Leave entitlement will be 1.5 days per month.
4. You will also be eligible for National and Festival Holidays declared by the Company.
5. During the Apprenticeship Training period, your performance will be evaluated based on factors like interest in training, quantity and quality of your work, avoidance of wastage, team spirit, adherence to Company rules, punctuality, leave habits, discipline honesty, commitment, attitude etc.
6. If your performance is not satisfactory, your Apprenticeship Training will be ended even before completion of one year. Even otherwise the Company reserves the right to end the Apprenticeship Training before one year.
7. Your Apprenticeship Training can also be ended due to reasons like lack of orders, shortage of power, change of technology or process, natural calamities or due to any other reason beyond the control of the Company.
8. The Apprenticeship Training will be normally in the factory at Electrogiri near Mulanthuruthy, Ernakulam District, Kerala. But you should be prepared to undergo training at any place suggested by the Company.

An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2004, OHSAS-18001:2007 Company

9. Experience Certificate will be given only after completion of One year of Apprenticeship Training.
10. You will have to make your own arrangements for accommodation and transportation to and from the place of Apprenticeship training.
11. You have to undergo training in rotating shifts or flexible timings as required by the Company. Therefore, you should have a residential facility near the place of Training. If you are unable to re-locate your accommodation accordingly, this offer of Apprenticeship Training will be treated as cancelled.
12. You should produce the following documents and certificates at the time of joining for Training.
  - (a) Originals and photocopies of certificates proving your age and educational qualifications.
  - (b) Copy of Aadhar card/ Voter's identification card/ Driving Licence as proof of identity and residence.
  - (c) Two copies of your recent color photograph in passport size and one copy in stamp size.
  - (d) Certificate of Medical fitness issued by a Registered Medical Practitioner.
  - (e) Police Clearance Certificate

If you are fully agreeable to the above terms and conditions, please sign and return the duplicate copy as token of your acceptance of our offer and join for training at the factory at Electrogiri, near Mulanthuruthy, Ernakulam District at 8.30 AM on 1st April, 2019.

Yours faithfully,  
For O/E/N INDIA LIMITED,



(BENOY KURIAN)  
ASST. GENERAL MANAGER (HRD)

BK:JM



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RM2 Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016,  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**09 August, 2019**

**Mr Ramees P K  
Pakkakkilath House,  
Kattoor, Near Kattoor Market,  
Thrissur,  
Kerala - 680702**

**Contact No: +91 9995255058  
Email: rameesp23@gmail.com**

Dear Ramees ,

**Subject: Offer letter**

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP "(the " Firm") subject to the following terms and conditions:

**1. CONTRACT PERIOD AND POSITION:**

The period of contract is fixed for a period of 6 months starting from 13 August, 2019 and ends on 12 February, 2020. You will be offered the position of Trainee in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

**2. DUTIES :**

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

**3. WORKING HOURS :**

You will be required to work in shifts. Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. It is expressly made clear herein that your applicable timings of work would be as decided and notified to you by the Firm, and by accepting this contract of employment you would be deemed to have given your consent to work in shifts. The Firm reserves the right to alter the shift timings from time to time. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires.

**4. DATE OF JOINING :**

As per our discussion you will report to the Firm on 13 August, 2019 at First Floor, Thejaswini Building, Technopark Campus, Trivandrum, Kerala - 695581 .Please note that your work location may be different based on the service line you are joining.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163493818/Trivandrum**  
**Date: 20/11/2018**

Ms. Reeja Martin  
Maliakkal Nambattil House ,Puthenchira East PoPuthenchira,  
Thrissur,  
Thrissur-680682,  
Kerala.  
Tel# 480-2788565

Dear Reeja Martin,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued 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.

**TCS Confidential**  
**TCSL/DT20163493818**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusumagin PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change based on your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- 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/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **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.

## 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.

## Loans

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

## 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

TCS Confidential

TCSL/DT20163493818

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, 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 XIIth 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.

### **2. 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.

### **3. 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.

#### **4. 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.

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

## 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. 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.

## 12. 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.

## 13. 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.

## 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

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

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

#### **15. 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.

#### **16. 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.

#### **17. 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.

#### **18. 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.

#### **19. 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.

## **20. Initial Learning 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.

## **21. 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.

## **22. 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.



### **23. 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.





**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**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Reeja Martin</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



28<sup>TH</sup> Feb 2019

To,  
Ms.Simmi Thomas  
Kaiparambil House  
Pullazhy PO  
Thrissur-680012

Subject: Contract of Employment

Dear Simmi Thomas,

On behalf of Sonovision Aetos Technical Services Pvt. Ltd. ("**Company**"), I am pleased to offer you a position as Trainee, beginning 04<sup>TH</sup> March 2019 (the "**Start Date**") or as soon thereafter as possible. In order to ensure consistent description of job titles internally, the description of job titles may vary internally, but will not impact the scope of the role. The initial terms of your position with the Company are as set forth below.

## 1. POSITION

- 1.1. On your start date, you will begin working for the Company at the Company's Bangalore office at Plot No. 180, EPIP Zone, 1<sup>st</sup> Floor, 2<sup>nd</sup> Phase, Mfar Silverline Tech Park, Whitefield, Bangalore - 560066. This will be your work location for training purposes. Your responsibilities in this position will be intimated to you by your reporting manager/supervisor and may change from time to time as per the requirements of the Company.
- 1.2. There is no fixed term for the employment and the same shall be 'at-will'. You will initially report to Mr. Niyaz, Division Manager- Electrical Division.
- 1.3. You agree to the best of your ability and experience that you will at all times loyally and conscientiously perform all of the duties and obligations required of and from the Company. During the term of your employment, you further agree that you will devote all of your business time and attention to the business of the Company and that you will not directly or indirectly engage or participate in any personal, business charitable or other, or any enterprise that is competitive in any manner with the business of the Company whether or not such activity is for compensation. In addition, by accepting this offer, you agree that you are under no employment contract, proprietary information agreement, invention agreement, confidentiality agreement or other obligation which could breach or be in conflict with the terms and conditions of your employment with us or encumber your performance or duties assigned to you by us.

## 2. COMPENSATION

**SONOVISION AETOS TECHNICAL SERVICES PVT. LTD.**

---

Plot No.180, EPIP Zone, 2<sup>nd</sup> Phase, Mfar Silverline Tech Park, 1<sup>st</sup> Floor, Whitefield, Bangalore-560066, India  
Tel-Fax : +91-080-67580900 (CIN No: U74210KA2006PTCO38487)

- 2.1. Your annual salary will be Rs. 270,091/- less payroll deductions and all required withholdings detailed in **Annexure - A**. You may be eligible an increment in salary based on your appraisal. The increment and performance appraisal shall be on the basis of the existing policies of the Company.
- 2.2. You will be paid monthly on the Company's regularly scheduled pay dates. In addition, you will be eligible for the Company's standard benefits, details of which will be determined by the Company in the coming months. You will be entitled to leave as set out in the Company's leave policy as amended by the Company from time to time.
- 2.3. You will also be entitled for benefits such as Provident Fund, Employee Pension, and Gratuity as applicable. The Company reserves sole discretion to modify your compensation and benefits from time to time as it deems fit and necessary without any advance notice. All benefits available to you shall stand terminated on your last day.
- 2.4. The terms of this offer letter are confidential in nature and shall not be disclosed to any third party/employee of the Company at any point of time.

### 3. CONFIDENTIAL INFORMATION AND NON-SOLICITATION AGREEMENT

- 3.1. Like all Company employees you will be required as a condition of your employment, to abide by Company rules and policies. In addition, your acceptance of this offer and commencement of employment with the Company is contingent upon the execution and delivery to the Company, of the enclosed Employee Confidential Information and Non-Solicitation Agreement which among other things prohibits unauthorized use or disclosure of the Company's proprietary and confidential information. You further agree that you will not bring onto Company's premises any unpublished documents or property belonging to any former employer or other person to whom you have an obligation of confidentiality. In addition, as a condition of employment, you agree that you will not assist any person or organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. these obligations will survive any termination of employment with the Company, prior to your start date and continuing throughout the duration of your employment, you agree to disclose to the Company in writing any continuing outside working relationships with other customers or entities with whom you are working or will work (whether or not for compensation), as well as any potential conflict of interest, sources of income or other business endeavors (including any entity in which you own more than 5% of the outstanding equity securities or have voting control of more than 5%.)
- 3.2. You shall also disclose all intellectual property held by you, including Patents at the time of your joining of the Company. You further agree and undertake to not

use any third-party intellectual property in your employment with the Company, unless authorized by the Company to do so in writing.

#### **4. PROBATIONARY PERIOD AND MINIMUM NOTICE PERIOD**

- 4.1. You shall be on probation for a period of six (6) months from the date the employment commences. The Company reserves the right to extend the probationary period by a further period at its discretion. During the probationary period, you or the company may for any reason whatsoever terminate the employment by serving written notice to the other party. On the successful completion of your probation period, a confirmation letter shall be issued by your immediate supervisor/reporting manager. On confirmation and thereafter, your services shall be terminable by either party giving the other three (3) months' notice. You may seek waiver of the notice period by paying three months' salary on the basis of the last pay-slip and forego encashment of leaves.
- 4.2. The Company shall be investing substantial resources and finances in training its employees, including freshers. Therefore, the Company expects your commitment to remain in employment for a continuous period of two (2) years. You will be required to execute an Indemnity Bond and other documentation for this purpose. If you wish to resign from your employment during this period, you shall be liable to compensate the Company for its investment in terms of the Indemnity Bond and other related document.

#### **5. ADDITIONAL INFORMATION**

- 5.1. If you accept our offer of employment, you will receive more information regarding terms and conditions of employment and the Company's policies and procedures (the "Employment Materials"). These materials however will not change your employment status and are merely meant to provide additional information relating to your job. On signing and accepting this letter, you also accept to abide by and comply with the Employee Handbook, including the policies of the Company such as Leave Policy, Attendance, holiday, shift hours, etc.
- 5.2. By signing this letter, you acknowledge that the terms and conditions contained herein are reasonable and you agree that they are necessary for the production and maintenance of the Company and its business. You also acknowledge that the Company shall be entitled to seek order for specific performance or injunctive or other equitable reliefs in case of your failure to observe or a breach by you of any of the terms and conditions herein.
- 5.3. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company or

participate in recruiting or staffing efforts on behalf of the Company and have provided the Company with full and accurate documentation of your prior compensation, and at the joining date will provide the Company with such information as specified in **Annexure - B** hereto.

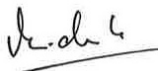
- 5.4. This letter, the Employee Confidential Information and Non-Solicitation Agreement and the Employment Materials contain all of the terms of your employment with the Company and supersede any prior undertakings or agreements whether oral or written between you and the Company. This letter may not be amended or modified except by an express written agreement signed by you and the Company.
- 5.5. Your subsequent employment is contingent upon your references providing acceptable feedback, proper proof of work authorization, authorizing and receiving clearance on an appropriate background check and our receipt of a signed copy of the attached Employee Confidential Information and Non-Solicitation Agreement.
- 5.6. The Company may hold specific may hold specific information relating to you and such information may be transferred to the Company and/or other group companies in any country which you are transferred or as necessary. Please consult your Human Resources contact for additional details. This offer expires 3 days from the date of receipt and is contingent upon your references providing acceptable feedback, proper proof of work authorization, an appropriate background check and receipt of a signed copy of the attached Employee Confidential Information and Non-Solicitation Agreement.

Upon acceptance of this letter, please sign and return according to the instructions in the accompanying email. We look forward for the opportunity to welcome you to our Company.

Sincerely,

**SONOVISION AETOS TECHNICAL SERVICES PVT. LTD.**

**AGREED AND ACCEPTED**



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

Date:

Name: Mridula Saripalli  
Authorized Signatory  
Date: 28 Feb 2019

Address:

ANNEXURE - A

SALARY COMPENSATION BREAK UP

<b>Name</b>	Simmi Thomas	
<b>Designation</b>	Trainee	
<b>Department</b>	WDM	
<b>Effective Date</b>	04 <sup>th</sup> Mar 2019	
	Annual	Monthly
Basic	161160	13430
House Rent Allowance	57391	4783
Conveyance Allowance	0	0
Medical Reimbursement	0	0
Leave Travel Allowance	0	0
Performance Allowance	0	0
Statutory Bonus	13430	1119
ESIC - Employer Contribution	11019	918
Food Coupons	0	0
<b>A. Gross Salary #</b>	<b>243000</b>	<b>20250</b>
B. Other Benefits		
PF Employer Contribution	19339	1612
Medical Insurance**	0	0
Gratuity (Accrual )	7752	646
<b>Total Cost to Company</b>	<b>270091</b>	<b>22508</b>
<p># Subjected to Statutory Deductions            Food Coupons are optional and can be opted out            **50% of Medical Insurance Contribution is made by the Employees not covered under ESI Scheme and 50% is contributed by the Company Subjected to change as per the renewal of the policy.</p>		

Fixed Salary structure is per existing policy and subject to revision from time to time in line with Company policy

## ANNEXURE - B

### NEW HIRE DOCUMENT CHECKLIST

You are requested to bring with you the following document as applicable, on the day of employment to enable us to complete your new paperwork:

DOCUMENTS REQUIRED	YES/NO
A copy of Offer Letter (duly signed)	Yes
3 Passport size photographs	Yes
Address and ID Proof	Yes
Education Certificates - 1 copy	Yes
PAN number and photocopy of PAN card	Yes
PF account number and PF trust address (whether with the commissioner or private trust) from your previous employer (if applicable)	Yes
Your professional and academic qualification certificate(s) - 1 copy	Yes
Work Experience Certificate(s) from previous employer(s) - 1 copy	NA
Relieving letters from the last two employers - 1 copy	NA
Details of your prior compensation e.g, your last salary pay slip - 1 copy	NA
Form 16 from your previous employer/salary certificate (if applicable)	NA

You will also be required to submit your original certificates and letters, which will be returned after verification.

You will also need to open a salary account with such bank as the Company may direct you for the transfer of your salary, unless you already have an account with such bank. It shall be your responsibility to provide the account number and details of salary account to the Finance and Accounts Department before the 15<sup>th</sup> day of the month. In such case, you shall be required to provide these details by the 15<sup>th</sup> day of the month immediately succeeding the month of joining.

Please note that the joining formalities will not be completed/your pay will not be processed in case you do not handover all your credentials/documents mentioned above.



## Fwd: Congratulations!!! Offer from TATA ELXSI !!

1 message

**SOORAJ RAVINDRAN** <soorajravindran34@gmail.com>  
To: vidyamolk@sahrdaya.ac.in

Tue, 17 Mar 2020 at 7:33 pm

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

From: **Rekha Y** <rekhay@tataelxsi.co.in>

Date: Sat, 6 Oct, 2018, 1:26 PM

Subject: Congratulations!!! Offer from TATA ELXSI !!

To: soorajravindran34@gmail.com <soorajravindran34@gmail.com>

 cid:image001.jpg@01D45D76.2B997B70

**Dear Sooraj Ravindran,**

**This has reference to the interviews you had with us. We are pleased to inform you that you are provisionally selected subject to the terms and conditions mentioned below. The appointment letter will be handed over to you on the day of joining.**

**This offer is contingent upon the satisfactory completion of the following pre-employment requirements:**

- **Academic qualifications to meet the following scores:**
  - **80% and above in 10th**
  - **80% and above in 12th**
  - **70% or 7.0 CGPA and above in Bachelor's / Master's**

**\*Take note that all subjects/papers must have been cleared in your first attempt in all the semesters. For purpose of clarity, this offer shall not be extended to you: (a) if you fail in any of the subjects/papers in your first attempt; or (b) if you fail to appear for any subject/paper for any reason whatsoever in your first attempt.**

- **Verification of all your original documents / certificates.**
- **Execution of an employment / non-compete / confidentiality agreement and other documents, as applicable on your date of joining.**

**It may be noted submission of Provisional Degree Certificate (PDC) of the University is mandatory. The PDC shall be submitted within 6 months from date of joining the services of the Company.**

Your date of joining will be 8<sup>th</sup> November, 2018 at Trivandrum.

Candidates from outstation need to make their own arrangements for accommodation.

The details of the salary, joining location and other required information are as below:

**Venue**

**Tata Elxsi**

**Neyyar Techno Park Campus**

**Kariyavattom**

**Trivandrum - 695581**

**Reporting Time: 9:00 AM**

**Contact Person: Roshni Nair**

Your salary details are given below.

<b>Name</b>	<b>Sooraj Ravindran</b>
<b>Level</b>	<b>D</b>
<b>Designation</b>	<b>Engineer</b>
<b>Location</b>	<b>Trivandrum</b>
	<b>Amount in INR</b>
<b>Basic</b>	14,000
<b>House Rent Allowance</b>	7,000
<b>Flexible Benefit Plan*</b>	4,414
<b>Statutory Bonus</b>	1,400
<b>Monthly Salary</b>	<b>26,814</b>
<b>Deferred Benefits (Annualised)</b>	



<b>Provident Fund (As per the PF Act 1952)</b>	20,160
<b>Gratuity (As per the Gratuity Act 1972)</b>	8,081
<b>Annual Gross Salary</b>	<b>350,009</b>

Medical Insurance (Hospitalization) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

\*Please refer the annexure for details of FBP

If you agree with the above conditions, please indicate your acceptance over e-mail to [rekhay@tataelxsi.co.in](mailto:rekhay@tataelxsi.co.in)

Should you have any questions concerning this job offer, please contact Rekha at **080-2297 9662**.

 cid:image002.jpg@01D45D76.2B997B70

Regards

Rekha

Talent Acquisition

TATA ELXSI

ITPB Road Whitefield Bangalore 560 048 India

Tel +91 80 2297 9662

[www.tataelxsi.com](http://www.tataelxsi.com)

---

*Disclaimer: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby*

*notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited. Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender, therefore, does not accept liability for any errors, omissions or contaminations in the contents of this message which might have occurred as a result of email transmission. If verification is required, please request for a hard-copy version.*

---

Date: 09-Jan-18

Anagha Rajeev  
Sahrdaya College, Thrissur

### Appointment Offer: Software Engineer

Dear Anagha Rajeev,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Services Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

#### Terms and conditions of the Offer

##### **1. Pre-requisites**

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

##### **2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

##### **3. Reporting Date**

Your date of joining will be intimated to you after June 2018.

LETTER OF INTENT

Date: 17/01/18

Name: Pranav M V

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the **company**) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of **INR 187000/-**, (Rupees One Lakh and Eighty Seven Thousand Only), payable as per the following structure:

1. Annual Base Pay of **INR 158950/-**, per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of **INR 28050/-**, per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.



Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.

Tel. : +91 – 422 – 666 5000

www.amazon.com

CIN: U72200KA2004FTC034233



Linda Sarah Mathews  
Kochi

1<sup>st</sup> February 2018

**PERSONAL & CONFIDENTIAL**

Dear Linda Sarah Mathews,

We are pleased to extend you an offer to join OYO as **Sales Associate, Band 1A.**

This letter will memorialize the terms of your employment by OYO. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check.

**The terms of your employment are as follows:**

**Start Date: 4<sup>th</sup> June, 2018 or earlier**

1. **PLACE OF WORK:** Your assigned work location is **Kochi**. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.
2. **Leave and Working Hours:** You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.
3. **Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.
4. **Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.
5. **Transfer & Relocation:** You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
6. **Non -Compete:** You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (" Restricted Business), other than through the Company.
7. **Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established

**Oravel Stays Private Limited**

**Registered Office:** Delhi Rectangle Regus, Level 4, Rectangle 1, Commercial Complex D-4, Saket, New Delhi -110017

**Corporate Office:** 9<sup>th</sup> floor, Spaze Palazo, Southern Peripheral Road, Sec-69, Gurugram-122001

Phone: 01246252000 Email: talent.acquisition@oyorooms.com

CIN: U63090DL2012PTC231770



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163493862/Trivandrum**  
**Date: 22/11/2018**

Ms. Shincy C J  
Choniyadan Houselykkarakunnu,  
Irinjalakuda,  
Thrissur-680661,  
Kerala.  
Tel# 480-2830031

Dear Shincy C J,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued 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.

**TCS Confidential**  
**TCSL/DT20163493862**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusumagiri PO, Kochi 682 030 India  
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

1

Scanned by CamScanner

Scanned by CamScanner



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163493818/Trivandrum**  
**Date: 20/11/2018**

Ms. Reeja Martin  
Maliakkal Nambattil House ,Puthenchira East PoPuthenchira,  
Thrissur,  
Thrissur-680682,  
Kerala.  
Tel# 480-2788565

Dear Reeja Martin,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee in Grade Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued 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.

**TCS Confidential**  
**TCSL/DT20163493818**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusunnapuzha PO, Kochi 682 030 India  
Tel: 0484 664 5000 Fax: 0484 664 5255 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

1

**Hearty Welcome!**

Dear Amal S Chalissery,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,  
Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Shri.Amal S Chalissery  
Chalissery House  
Edathiruthy  
Thrissur  
Kerala-680703

The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683 101  
E-mail: [postings@federalbank.co.in](mailto:postings@federalbank.co.in); Phone: 0484-2634123, 0484-2634313.



# Aztec Solutions

HUMAN & EDUCATION MANAGEMENT



AZTEC/HR/2018/SDO/OL/18

Date: 14.04.2018

Walda Sidharthan P.

Dear Walda

Sub : Offer Letter

Greetings

On the basis of the Interview held on 10/04/2018, it is the pleasure of the board of Directors of Aztec Solutions to confirm our offer of employment to you as a Skill Development Officer in our Organization. You will be paid a consolidated monthly salary of Rs 14500/- which includes the accommodation allowance of 2500 during the probation period of ten months. Your appointment procedures will be got finalized only after getting the ready to join mail from your end with the consensus to work anywhere in Kerala.

Thanking you

Sincerely

Gayathry Suresh

Lead Officer, HR



The only Global Services company backed by its own university.

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Interim Offer Letter

Date: 19th JAN 18

Dear AISWARYA SIMSON

Welcome to the Vee Family...!  
Congratulations!!! We are pleased to inform you that, you have been shortlisted for training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of Rs 25,000 to the company.

On successful completion of the training you will be on boarded on rolls of Vee Technologies as AR CALLER TRAINEE. Our on boarding team will be in touch to update your date of joining and location before two weeks.

This is only an interim offer and the training start date may be postponed or proponed based on the business need of the organization. The company or the educational institution will not be liable to the student to hire them if the business scenario changes.

After completing the joining formalities for training, based on the business requirements we would confirm the place of training and work and the candidates should be flexible to work from any of our locations.

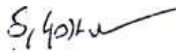
You are required to submit the following documents while reporting to the duty:

- Photocopy of Academic Marks Cards (SSLC/HSC/Degree) - 2 Sets
- Photocopy of Address proof (Ration Card/Voter ID/Passport) -3 Copies
- Photocopy of ID Proof (Aadhar/Pan Card/Driving License)- 3 Copies
- 3 Passport size & 3 Stamp Size Photographs
- Reference Numbers of 3 persons (2 Professional and 1 Personal as per Annexure - 1)
- Family Photo for ESI Coverage (2 Post card Size)
- Original SSLC or HSC document should be deposited with the company
- All Other original documents (Academic, Address & ID Proof) Should be furnished for verification.

The facilities like hostel, Canteen and transport are optional services and may be available at certain locations, and the employee cannot demand the services

For any help/queries, Please write to [campusconnect@veetechnologies.com](mailto:campusconnect@veetechnologies.com)

With best wishes,  
for Vee Technologies Pvt. Ltd.,

  
Gokulakannan S  
Senior Team Lead - Human Resource



Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

Salem: 4/14, Reddipatty Road, Mamangam, Salem - 636 302, Tel: +91 427 2341 064

Chennai: Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel: +91 044 2433 1235

USA: New York, 90 Park Avenue Suite 1700, New York, NY 10016, Tel: 646 837 0837

[www.veetechnologies.com](http://www.veetechnologies.com)

Scanned by CamScanner

Scanned by CamScanner

28<sup>th</sup> May 2018

Anjana C Sunil  
10/50  
Chakkumkumarath  
Thippalassery,680519

LETTER OF APPOINTMENT

Dear Anjana C Sunil,

With reference to your application and subsequent interview that you had with us, we are pleased to offer you appointment as Faculty In Embedded Department with **SMEC Automation Pvt. Ltd.** on the following **TERMS AND CONDITIONS:**

1. That this appointment is w.e.f. **28<sup>th</sup> May 2018**. The posting is at Ernakulam, and on joining you shall report to the Head of the Department.
2. That your salary is set out as given below:  
**Monthly Basic Rs.15,000/- only/Month**  
However, your salary will be reviewed during annual appraisals or at other times as the Company may deem fit to do so.
3. That you will adhere strictly to the office timings of the Company, and in that regard, the normal working days and hours are Monday to Saturday with either 8.00 A.M. to 5 P.M. with 1 hour lunch break or 9 A.M. to 5.30 P.M. with half an hour lunch break respectively.
4. That you will not absent yourself from your duties without any information, permission and sanction of the authorized official of the management, and in case you do so, the same shall amount to contravention and thus repudiation this employment contract and you shall in that case lose your lien on your employment with the management.
5. That you are entitled to leaves only in strict compliance with the leave policy of the Company.
6. That you will perform to the best of your ability all the duties that are inherent in your post and such additional duties as the Company may call upon you to perform from time to time. Your duties are more specifically set out in the **Schedule** appended herewith, which is not exhaustive, and the Company reserves the right to make changes therein.
7. That you are required to achieve the quality and performance standards set forth by the management for your level from time to time, which would be constantly monitored and in case of non-achievement of targets or performance standards, your services are liable to be terminated.
8. That you may be required to undertake travel on the Company's work as and when required. In case of such travel on the Company's business, you will be entitled to applicable travel expenses in accordance with the Company's policies from time to time.



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear ALAN PARAMBI CHAJO,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear P R DENFIN,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear CHRISHO JOSE,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear AISHWARYA R MENON,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear DINT ROSE JOHN,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY





Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear ARUN B JOSEPH,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear FAYAS P A,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear ARCHANA K P,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear BALAGOPAL,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear IRINE ROSEBEL BABU,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear ANEESHA ANTO,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear AISWARYA JOY,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



**Letter Of Indent**

Name: Anjana C Sunil  
Phone #: 7561765868  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR 15,000 per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.







**Letter Of Indent**

Name: Anju Maria Jose  
Phone #: 7994163134  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at **Aegis Chennai**. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- **Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.**

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund - 12% deduction from employee & Provident & Pension Fund - 12% contribution from employer**
3. **\* Employee State Insurance - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.**
4. **\* Headset & ID Card - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.**
5. **\*\* Incentives as per schemes announced from time to time for specific processes based on performance**
6. **\*\*\* Statutory Bonus - Rs. 1750 will be paid quarterly during the month of April, July, October and January**

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- **Agents can look forward to grow within the organization with the AGENT CAREER PATH.**





**Letter Of Indent**

Name: Evans V  
Phone #: 9745705865  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- **Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.**

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- **Agents can look forward to grow within the organization with the AGENT CAREER PATH.**





**Letter Of Intent**

Name: Amal S Chalissery  
Phone #: 9744204086  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India  
Date of Joining will be informed  
T +91 044 33123800  
www.aegisglobal.com

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement

You will undergo training for approximately **30** business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. **\* Employee State Insurance** – 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. **\*\* Incentives** as per schemes announced from time to time for specific processes based on performance
6. **\*\*\* Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** – as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name : Anagha Rajeev  
Contact Number : 9497271939

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

Welcome to Aegis!!!

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of joining will be informed to you after the final round of interview. [www.aegisglobal.com](http://www.aegisglobal.com)

You will undergo training for approximately **30** business days at Aegis Chennai after final interview. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- After 2 (Two) more round of interview
- **Successful completion of training and necessary certification/s**
- **Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.**

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **16,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	16,000.00	16,000.00	16,000.00
PF*	1,828.00	1,828.00	1,828.00
ESI*	900.00	900.00	900.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,285.00	-	-
Net Take Home	11,404.00	12,689.00	12,689.00
Incentive**	Potential to earn Minimum of Rs. 1000 every month		

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. **\* Employee State Insurance** – 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card** - Security deposit of INR 1,200/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. **\*\* Incentives** as per schemes announced from time to time for specific processes based on performance
6. **\*\*\* Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** – as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- **Agents can look forward to grow within the organization with the AGENT CAREER PATH.**





Letter Of Indent

Name: Jerini Joy  
Phone #: 8086800893  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives as per schemes announced from time to time for specific processes based on performance**
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: Ashima Sunny  
Phone #: 9747191103  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as Executive - Operations. Your tentative Date of Joining will be informed when there is a requirement T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR 15,000 per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: Ganga Pushkaran  
Phone #: 8138987586  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.



Registered Office: Essar House, 11, Keshavrao Khadye Marg, Mahalaxmi, Mumbai 400 034. India  
CIN No. U99999MH1992PLC064767

T +91 22 6660 1100 F +91 22 2354 4490

An **ESSAR** Enterprise



**Letter Of Indent**

Name: **Payas P A**  
Phone #: **8111804203**  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.







**Letter Of Indent**

Name: **Emil Thomas**  
Phone #: **8281142267**  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
<b>Net Take Home</b>	<b>10,280.00</b>	<b>11,865.00</b>	<b>11,865.00</b>

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. **\* Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. **\*\* Incentives** as per schemes announced from time to time for specific processes based on performance
6. **\*\*\* Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: **Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com**  
**Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com**  
**Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com**

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.



*Emil Thomas*



**Letter Of Indent**

Name: Anju Linot Paul  
Phone #: 9747617816  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T: +91 944 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- **Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.**

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR 15,000 per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements
2. **\* Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. **\* Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. **\*\* Incentives** as per schemes announced from time to time for specific processes based on performance
6. **\*\*\* Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance.

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion.
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training.
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment.
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Intent**

Name : Aiswarya Joy  
Contact Number : 9847184648

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

Welcome to Aegis!!!

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of joining will be informed to you after the final round of interview. [www.aegisglobal.com](http://www.aegisglobal.com)

You will undergo training for approximately **30** business days at **Aegis Chennai** after final interview. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- After 2 (Two) more round of interview
- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **16,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	16,000.00	16,000.00	16,000.00
PF*	1,828.00	1,828.00	1,828.00
ESI*	900.00	900.00	900.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,285.00	-	-
Net Take Home	11,404.00	12,689.00	12,689.00
Incentive**	Potential to earn Minimum of Rs. 1000 every month		

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,200/- for Headset and Rs 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion.
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training.
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment.
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: Arun K Anil  
Phone #: 8281929180  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement

Date of Joining will be informed  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR 15,000 per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.



Registered Office: Essar House, 11, Keshavrao Khadye Marg, Mahalaxmi, Mumbai 400 034. India  
CIN No. U99999MH1992PLC064767

*[Handwritten Signature]*

T +91 22 6660 1100 F +91 22 2354 4490

An **ESSAR** Enterprise

---

## Fwd: Aventus Informatics I Employment offer : Drishya Jose

---

drishya jose <drishyajose@gmail.com>

Wed, Mar 18, 2020 at 12:56 PM

To: vidyamolk@sahrdaya.ac.in

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

From: **HR Aventus** <[hr@aventusinformatics.com](mailto:hr@aventusinformatics.com)>

Date: Fri, Jan 3, 2020 at 4:38 PM

Subject: Aventus Informatics I Employment offer : Drishya Jose

To: <[drishyajose@gmail.com](mailto:drishyajose@gmail.com)>

Dear Ms. Drishya Jose,

Greetings from Aventus Informatics!

We are excited to bring you in as our **Jr. Software Developer** for which we are enclosing the employment letter for the same. Please take your time to review our formal employment offer. If you choose to accept this offer, please acknowledge the mail.

Kindly fill the Pre-employment form(Doc file) and sent it across for verification. Rest all documents will be printed and signed at Aventus Informatics office venue in presence of the authorized person.

### Please bring the following documents at the time of joining:

- 10th, +2 , All degree self attested copy
- 2 passport size and 2 stamp size Photo
- 2 ID Proofs copy, self attested
- last 3 months salary slip of previous organisation.

We're looking forward to welcoming you on board! Should any questions arise, email me at [hr@aventusinformatics.com](mailto:hr@aventusinformatics.com)/[umesh@aventusinformatics.com](mailto:umesh@aventusinformatics.com)

Regards and Thanks



Umesh M P

Address: Indeevaram, Infopark Thrissur, Kerala, India-680308

Head of Human Resources and Administration

Email: [umesh@aventusinformatics.com](mailto:umesh@aventusinformatics.com)

Phone: +91 9995050811


--

---

### 4 attachments

 **Pre Emplment form.docx**  
287K

 **NDA.docx**  
17K

 **Aventus I Job Offer - Jr.Software Developer.docx**  
30K

 **Aventus I Employment Contract I Drishya.docx**  
35K

---

## Fwd: Employment Confirmation - Revathy Devarajan

1 message

---

**Jisha Jacob** <jishajacob@sahrdaya.ac.in>  
To: Vidyamol K <vidyamolk@sahrdaya.ac.in>

Fri, Mar 20, 2020 at 1:10 PM

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

From: <[hrm@gjinfotech.net](mailto:hrm@gjinfotech.net)>  
Date: Fri 20 Mar, 2020, 12:10 PM  
Subject: Employment Confirmation - Revathy Devarajan  
To: <[jishajacob@sahrdaya.ac.in](mailto:jishajacob@sahrdaya.ac.in)>  
Cc: <[revathydev97@gmail.com](mailto:revathydev97@gmail.com)>

Dear Sir/Madam,

This is to confirm that Ms.Revathy Devarajan is working with our organisation under the title of Software Testing Engineer from March 16, 2019.

Thanks and Regards,

**Aswathy. K. A**

**Human Resource Manager**

e.mail: [hrm@gjinfotech.net](mailto:hrm@gjinfotech.net)

Description: Description: GJ 1

Reg.Off : VI/680,First Floor, Union Complex,Udaya Junction

[Thrissur Road ,Irinjalakuda,Kerala -680 125, India.](#)

[Ph: 0480-2672999 \(30 lines\), 480-2830657 \(8 lines\)](#)

Web: [www.gjinfotech.net](http://www.gjinfotech.net)

---

**2 attachments**



**GJ INFOTECH (P) LTD.**

**image001.jpg**  
7K



**GJ INFOTECH (P) LTD.**

**image001.jpg**  
7K





Estd. 1889

# ST. THOMAS' COLLEGE

(Autonomous)

THRISSUR - 680 001, KERALA, INDIA

(Affiliated to the University of Calicut & Nationally Re-accredited with 'A' Grade)

Web:- <http://stthomas.ac.in>

Email:- [stcthrissur@gmail.com](mailto:stcthrissur@gmail.com)

Phone: - +91 487 2420435

Fax:- +91 487 2421510

26-04-2019

## APPOINTMENT DEED

In deference to the following terms and conditions, **Ms. Lidiya Babu, Kundukulangara House, Mannuthy P.O., Thrissur-680651** is appointed as Assistant Professor on contract w.e.f **3<sup>rd</sup> June, 2019** till **30<sup>th</sup> April, 2020** in the Self-financing Section of Department of Electronics at St. Thomas' College (Autonomous), Thrissur with a salary of **Rs. 17500/-**

- The appointment will be made purely on contract basis for a specified period. However, the Management reserves the right to renew the contract, if the performance/conduct of the teacher concerned is found satisfactory.
- Every teacher will be subjected to a performance appraisal by the academic review committee constituted by the Manager, in the month of April. The committee will evaluate the subject knowledge, suitability to the teaching profession, conduct and character and the student feedback on the teacher concerned. Depending on the report of the committee the Management will notify by 30 April on the renewal of contract for the next academic year. In any case, the incumbent shall not have any right or claim to continue in service or to any substantive post in the college.
- As per the G.O. (MS) No. 552014/H.Edn dated 19.07.2014 the salary of the teaching staff in the Self-financing stream of colleges is fixed at a minimum of Rs. 10,000/-. But the Management deems it fit to adopt a basic pay Rs. 17500/- and yearly increment Rs.750/-. However, the Management, on the basis of the recommendation of the selection committee, reserves the right to fix a higher or lower pay commensurate with the qualification/experience/competence of the candidate concerned. Special pay, if any, will be granted on a monthly basis. Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates that the performance score of the teacher concerned is below the minimum fixed.
- All teachers are required to work 40 hours on the campus in a week of which 16 hours shall be direct contact classes. Monday to Friday, except public holidays and all other days declared to be working day by the Principal shall be working days.

- All members of the staff are eligible for 15 days of casual leave in the academic year. Application for casual leave should be submitted to the Principal/ Person-in-charge of the Self-financing Section in advance with proposal for alternate arrangement to engage the classes assigned. Any absence without proper sanction will be treated as unauthorized absence.
- Duty Leave of a maximum of 5 days in an academic year will be granted with full pay to the faculty members for the following:
  1. to attend meetings of the University
  2. to perform any other task assigned / approved by the Principal
 Management may sanction duty leave in excess of 5 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal.
- Loss of Pay Leave may be granted by Principal/ Person-in-charge of the Self-financing Section in the case of genuine need such as sickness, if he/she is satisfied that the staff member will not be able to attend duties in spite of his/her best efforts and that he/she has exhausted all other types of eligible leave. A Medical Certificate will be insisted on in the case of leave on account of sickness. Unauthorized absence from duty shall be treated as automatic termination of service. It is the duty of the faculty member going on leave to make alternate arrangement with the approval of the H.O.D. / Principal/ Person-in-charge, to engage the classes / attend to the work during his/her absence.
- Management has the right to terminate the service of a staff member by giving notice of one month if his/her performance/conduct is found not satisfactory. Notice of resignation should be given one month in advance. If there is shortage in notice period, compensatory amount for a proportionate period shall be paid to the Management. Normally mid-semester resignation will not be accepted.
- Provisions of this Manual shall apply to all the teaching staff of the unaided stream of St. Thomas' College (Autonomous), Thrissur.



*[Handwritten signature]*

Manager

**Manager**  
**St. Thomas' College**  
**(Autonomous)**  
**Thrissur - 680 001**



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
[www.bluezinfo.com](http://www.bluezinfo.com)

Date: 27/11/2017

Dear Dilma Joy,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear Geethu James,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear Prince Sibi,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY

**WELCOME LETTER**

25<sup>th</sup> January 2019

Dear Jesmy,

We take great pleasure in inviting you to be an integral part of GadgEon Smart Systems Pvt Ltd, an Embedded Systems company.

We are enclosing your letter of appointment in duplicate, along with other necessary information. Kindly sign the duplicate copy of your letter of appointment and have it returned to us at the earliest.

Please note that the offer of appointment is subject to satisfactory completion of your reference checks. You are requested to join on the date mentioned at the following address

GadgEon Smart Systems Pvt Ltd,  
Unit O203, 2<sup>nd</sup> Floor,  
Building SCK-01,  
Smartcity, Kochi- 682030  
India

In case you need any clarifications regarding your job, compensation, or any policy please contact: Hariprasad V Nair at [hari.nair@gadgeon.com](mailto:hari.nair@gadgeon.com).

We look forward to you having a long and fruitful relationship with GadgEon.

Sincerely,  
for GadgEon Smart Systems Pvt. Ltd



HRD/3T/18-19/12973999

Mr. Pullarikal Gokul Sathian  
Candidate ID: 12973999  
619A  
Pullarikalhouse, Nellampathy, Pady P.O  
Kerala  
Thrissur - 680699  
India  
Ph: (91) 94950 42185

January 25, 2019

Dear Pullarikal Gokul,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.01.25 14:18:49 +05:30  
Reason: Offer Letter  
Location: Bangalore

PRIVATE AND CONFIDENTIAL

Reference No. - 1383888310

Applicant ID - 3826794

14-Aug-2019

Anchallo Davis

Dear Anchallo,

We take great pleasure in extending an offer to you for being a part of ICICI Bank. You will be placed in Branch Banking at QUILANDY\_BR. Your internship would take place at QUILANDY\_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Diploma.

The following are the terms and conditions of the appointment.

**Commencement/Term:**

- You shall be required to join our Bank on [{PlannedJoiningDate}] initially as a Trainee.
- You will be required to complete the on-the-job training for a period of three months immediately on joining.
- On successful completion of the three months' on-the-job training, you will be placed in the grade of Senior Officer in the Bank.
- In the event of your not successfully completing the on-the-job training as per assessment of the Bank, this offer of appointment to place you in the grade of Senior Officer shall stand withdrawn.
- After completion of on-the-job training, you will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation you will be confirmed, in the services of the Bank in writing.

**Remuneration:**

**(a) During Training Period**

- You will be paid an all-inclusive lump sum stipend of Rs. 7,600/- (Rupees Seven Thousand Six Hundred only) per month.

**(b) On successful completion of on-the-job training period as Senior Officer.**

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.



**Reference No. - 1383888310**

Anchallo Davis

- Your Base Salary will be Rs. 76,200 (Rupees Seventy-Six Thousand and Two Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 63,900 (Rupees Sixty Three Thousand and Nine Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 38,100/- (Rupees Thirty-Eight Thousand and one Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs 11,430 (Rupees Eleven Thousand Four Hundred and Thirty only) per annum.

## Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : “Landmark”,  
Race Course Circle,  
Vadodara 390007. India.

**Reference No. - 1383888310**

Anchallo Davis

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.

**Reference No. - 1383888310**

Anchallo Davis

- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.

**Reference No. - 1383888310**

Anchallo Davis

- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of:
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.
- **General:**
  - Your appointment and continuation in employment are subject to you being found medically fit by a Bank appointed doctor, reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,  
[OfferApprovalName]  
[OfferApprovalDesignation]

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Remuneration Details**

Name : Anchallo Davis

Position : Senior Officer Trainee

Group : RETAIL BANKING GROUP

	<b>Senior Officer Trainee</b>	
	<b>Monthly</b>	<b>Quarterly</b>
Basic	3,500	10,500
HRA	1,750	5,250
Allowances	2,350	7,050
PF**	702	2,106
<b>Total</b>	<b>8,302</b>	<b>24,906</b>

\*\* This total amount is subject to PF and Professional Tax Deductions

Date: 14-Aug-2019

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007. India.

**Remuneration Details**

Name: Anchallo Davis

Position: Senior Officer

Group: RETAIL BANKING GROUP

<b>Senior Officer</b>		
	<b>Monthly</b>	<b>Annual</b>
Basic	6350	76200
HRA	3175	38100
Supplementary Allowance*	5325	63900
Superannuation Allowance **	953	11430
<b>Total</b>	<b>15803</b>	<b>189630</b>
Retirals		
Retirals (PF, Gratuity) ***	1930	23160
<b>Total CTC</b>	<b>17733</b>	<b>212790</b>
Performance Linked Retention Pay#	1583	19000
<b>Total (incl PLRP)</b>	<b>19316</b>	<b>231790</b>

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

**Please Note:-** The payment of Bonus act, 1965, will be applicable to you and you will be covered by section 17(b) of the act. With reference to the act, you will be entitled to a **Maximum Statutory Bonus of Rs 16800/- per annum**, which will be adjusted against the incentives that you would earn for the year.

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 14-Aug-2019

**ICICI Bank Limited**

 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

 Tel. (91-22) 2653 1414  
 Fax. (91-22) 2653 1122  
 Website www.icicibank.com

 Regd. Office : "Landmark",  
 Race Course Circle,  
 Vadodara 390007. India.

**Friday 22<sup>nd</sup> Feb 2019**

To

Mr. EVIN ANTU,

Thrissur, Kerala – 680721,

India

**Sub: Offer of Employment at AuTIoT Engineering & Consulting Services Pvt. Ltd. (AECS Pvt. Ltd.)**

Subject to your career interest in AECS Pvt. Ltd. & your application for employment, we have conducted your interview dated **04<sup>th</sup> February 2019**. We wish to inform you that we are satisfied with your interview and we are pleased to offer you the position of Trainee Engineer at our Bangalore office.

This offer is subject to satisfactory investigation of any government Identity specifying your Date of Birth/ Age, Address Proof, including contact details and communication address in case of emergency & verification of Educational Qualification as mentioned in your CV.

**For AECS Pvt. Ltd.**



**Authorised Signatory**

**Attachment:**

1. Annexure # 1: Appointment letter
2. Annexure # 2: Salary Breakup

---

Address:  
#401, 4<sup>th</sup> Floor, Vaastu Hill View,  
Phase 2, Block B,  
Bangarappanagara Main Road,  
Bangalore, Karnataka, India 560098  
CIN No: U74999KA2017PTC109078

---

Contact:  
Email ID: [contactus@autiotengg.com](mailto:contactus@autiotengg.com)  
Website: [www.autiotengg.com](http://www.autiotengg.com)  
Dial: +91-9482898765  
+91-8277799618

## **ANNEXURE # I: APPOINTMENT LETTER**

Your appointment would be subject to the following terms and conditions:

### **Compensation**

Your Annual Compensation [CTC] will be **INR 135,204/-** (Rupees One Lakh Thirty-Five Thousand Two Hundred Four Only) as per **Annexure -I**

You will be on probation for a period of up to **6 months** from the date you join. At the end of the probationary period, subject to satisfactory performance by you, the company will communicate to you, in writing, its intention to confirm you in its services. You will be awarded designation as Junior Engineer after confirmation.

### **Place of Work**

You will be required to work in any of our establishments or associate companies, existing or future, as may be directed by Management from time to time and are liable to be transferred to any department, office or establishment forming part of our organisation or our associates.

### **Business Hours, Paid Holidays & Leave**

Standard Business hours are from 9:00 AM to 6:00 PM with 30 minutes for lunch, Monday to Saturday. Owing to business requirements you may be required to work beyond standard working hours and if necessary, on holidays, excluding National Holidays. Apart from this, you may avail annual leave, as per Organisational Policy, on completion of your probation period as applicable to your category of employees and location of posting.

### **Termination**

Your employment (During or after completion of probation) with us can be terminated by either party giving 3-month written notice. During notice period, you cannot go on leave without the permission of the management in writing/ e-mail confirmation. Continued absence for 5 days without legitimate purpose or permission in writing from management will tantamount to mis-conduct for which your service will be liable for termination after proper enquiry in the matter.

### **Compensation Review**

Your compensation will be reviewed normally once a year as per company policy, which will be generally 1<sup>st</sup> of April every year provided you have joined us on or before 30<sup>th</sup> of September of previous year and is



applicable once you are confirmed. Any revision in your compensation will be subject to and on the basis of effective performance and results during relevant period.

### **Provident Fund**

You will join AECS Pvt. Ltd., Employees Provident Fund scheme and remain contributor and member of the fund during your employment with us subject to rules of Provident Fund Scheme as are in force or as may be amended from time to time.

### **Confidentiality**

It is a condition of your employment that during and after your employment you do not disclose to any person, any trade secret or any information concerning the business, or financial arrangements, or position of the company or any other related corporation, or any of the dealings, transactions or affairs of the company business or the business of any related corporation, supplier or customer of the company.

This information may be made available to you during your employment and must be treated at all times as confidential. You should only make limited copies of the information to meet your specific requirements. The copies should be marked as confidential and destroyed after use. Such confidential information shall be deemed to include any company related information or data stored on electronic media or personal computers.

### **Conflict of Interest**

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 18 months in the event of cessation of your employment with the Company. If found, there will be a legal action taken.

### **Retirement**

Every employee shall retire from service on the last working day of the month following his/her attaining the age of 60 years and the date of birth as recorded at the time of employment will be final for this purpose.

### **Separation**

The company looks forwards to a long and mutually beneficial professionally rewarding association with you. However, should you feel at any time that your career progress will be faster elsewhere, you can leave the company after 3 years by giving 3 months' notice in writing, but this does not preclude the summary of termination of your engagement by the company in the event of misconduct, negligence or disobedience of orders of your superiors as well as violation of any of the conditions of your service.

## **General**

The above terms & conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments and adjustments from time to time. You will also abide by all other rules and regulations of the company as shall be in force.

Disputes concerning violation of your appointment terms and conditions would be settled in accordance with the provisions of arbitration and conciliation act, 1996. Arbitration would be held at Bangalore and be subject to the jurisdiction of the courts in the city of Bangalore.

The above terms & conditions and the contents of the offer letter, appointment letter, company policies, procedures and other rules are subject to amendments and adjustments from time to time. You will abide by all the rules and regulations of the company as may be in force and will be bound by the same.

We shall be delighted that you join us, and would appreciate you signing a copy of this letter (and attachments if applicable) as acceptance of your offer.

We expect you to join us on or before **22<sup>nd</sup> February 2019**. Upon joining the company, you will be issued a detailed appointment letter. Please sign & return a copy of this letter, signifying your acceptance of our offer.

**You are requested to join us on 22<sup>nd</sup> February 2019 and we look forward to having you on board at our company.**

**For AECS Pvt. Ltd.**



**Authorised Signatory**

I hereby declare and affirm that I have received the Original Appointment letter and carefully studied and understood the terms and conditions of employment and I undertake to abide by the said terms and conditions

Name:

Date:

Signature:

Place:

## ANNEXURE # II: SALARY BREAKUP

<b>ANNUAL COMPENSATION [CTC]</b>			
Basic Pay	[A] x [12]	[INR]	67,608.00
Flexible Pay	[B+C] x [12]	[INR]	50,616.00
Retirals	[M+N+O] x [12]	[INR]	16,980.00
<b>ANNUAL COMPENSATION [CTC]</b>		<b>[INR]</b>	<b>135,204.00</b>

<b>MONTHLY GROSS TOTAL</b>			
Basic Salary	[A]	[INR]	5,634.00
HRA	[B]	[INR]	2,817.00
Special Allowance	[C]	[INR]	1,401.00
<b>Monthly Gross Salary</b>	<b>[D] = [A+B+C]</b>	<b>[INR]</b>	<b>9,852.00</b>
<b>EMPLOYEE CONTRIBUTIONS/DEDUCTIONS</b>			
EPF Contribution	[I]	[INR]	676.00
Employee State Insurance/Medical	[J]	[INR]	172.00
<b>Net/In Hand Salary</b>	<b>[K] = [D] - [I+J]</b>	<b>[INR]</b>	<b>9,004.00</b>
<b>EMPLOYER CONTRIBUTIONS</b>			
EPF Contribution	[M]	[INR]	676.00
Employee State Insurance/Medical	[N]	[INR]	468.00
Gratuity	[O]	[INR]	271.00

Please note that all compensation details are confidential information between you and AECS Pvt. Ltd., and hence we request you to maintain confidentiality.

Employee Signature:

Date:





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163494501/Trivandrum**  
**Date: 22/11/2018**

Ms. Anitt Tony  
Chakkery HouseKonikkara,  
Konikkara P O,  
Thrissur-680306,  
Kerala.  
Tel# 91-8547050659

Dear Anitt Tony,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued 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.

**TCS Confidential**  
**TCSL/DT20163494501**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunni P O, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com

ARO CALICUT

19-Feb-2018

Roll No BAN/CAL/ST/280118/39611  
 Name ADARSH K SASI  
 S/o SASI K  
 Village MATTATHUR  
 Post MATTATHURKUNNU  
 Tehsil CHALAKUDY  
 District THRISSUR

**CALL LETTER FOR DESPATCH : CEE 28-01-2018**

Dear Candidate,

1. You have provisionally been selected for recruitment in **SOL TECH** on the basis of the merit of CEE held on **and your alloted center is:AAD CORPS CENTRE, GOPALPUR .You will be Despatch to your Regimental center on :-26/03/2018**

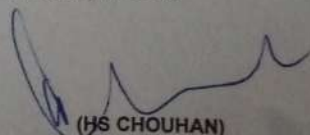
2. You are hereby directed to report to **CALICUT** at the earliest alongwith the following documents in original, for enrolment formalities and subsequent despatch to training center:-

- (a) Call up Notice(this letter).
- (b) Admit card and Identity Photograph
- (c) Ten copies of fresh passport size photographs.
- (d) All educational certificates and Marks Sheets in original.
- (e) Gazette or Cross List(X List) if passed as private candidate/holding hand written/duplicate education certificate duly signed by Principal and countersigned by District Education Officer (DEO).
- (f) Domicile certificate issued by DM/SDM, as applicable.
- (g) Caste Certificate issued by Tehsildar/Gram Pradhan/Sarpanch (duly mentioned the particular caste).
- (h) Character Certificate duly signed by Gram Pradhan/Sarpanch.
- (i) Unmarried/married certificate duly signed by Gram Pradhan/Sarpanch.
- (j) Two copies of joint photograph(individual along with his wife)duly verified and attested by Village Sarpanch/Tehsildar (For married candidates only).
- (k) Character/Pre verification certificates as per specimen attached duly completed in all respects (i.e. affix a copy of group photo of the family)and authenticate/signed by the competent authority.
- (l) Affidavit for variation in self name/father's name or any other variation in any certificate be produced duly signed by 1st Class magistrate(DM/SDM).
- (m) Two photocopies of all certificates/documents (i.e. educational, domicile ,caste,character, unmarried/married, pre verification and affidavits etc).
- (n) Verification of the following be completed from concerned Record Office, if these particulars are not available in the Discharge Book Ex Servicemen/War Widows:-

This is to certify that master .....whose date of birth is ..... is the real son of No .....Name.....of Regt .....Published vide Part II Order No..... dt.....of(Unit).....as per service documents held with this office.

3. This letter stands automatically nullified/cancelled at the time of despatch, if any discrepancy is found in medical/physical/both/lack of production of documents/hiding of facts.

Encls:One

  
 (HS CHOUHAN)  
 Col  
 Dir Rtg  
 ARO calicut

**Dated:** 10.08.2019

Dear Mr. Athul Kamal,

### **OFFER LETTER**

With reference to the interview you had with us, we are pleased to inform you that you have been selected to join the services of '**Saranga Geosoftware and Engineering Services Pvt. Ltd.**', as '**HFC Engineer - Trainee**' on the following terms mutually agreed on. Please report to HRD **at 9.30am on 16<sup>th</sup> August 2019**. A structured appointment letter will be handed over to you on the day of joining.

- 1) You will be appointed as an **HFC Engineer - Trainee** and will be under training for a period of **12 months** on a stipend of **Rs.12000/- (Rupees Twelve Thousand Only)** per month at CTC. On successful completion of training you will be placed on probation for a period of **6 months**. Your service in the company will be confirmed after successful completion of probation. Confirmation of your employment is subject to your performance and project availability.
- 2) On successful completion of training period, you will be paid a revised salary of **Rs.13000 (Thirteen Thousand only)** per month at CTC.
- 3) Your **increments** and **promotions** then on will be annual, made **on the basis of merit** and will be at the sole discretion of the company.
- 4) Your appointment will take effect from date of joining.
- 5) You will execute a **Training Cost Recovery Agreement worth Rs. 50,000/- (Rupees Fifty Thousand Only)** with the company **for a period of 12 months** from the date of your joining the company.
- 6) During the training period company reserves the right to terminate the training without assigning any reasons.

This offer letter is valid subject to submission of the following documents in original and a self attested copy by you for our verification and records.

1. Educational Certificates and mark lists from 10<sup>th</sup> class onwards.
2. Passport copy OR any ID proof. (3 Copies)
3. Aadhar Card of the candidates (3 Copies) and Parents (1 Copy).
4. A post card size family photo.
5. Passport size photograph (8 Nos.) and a scanned copy of your photograph.
6. Fitness Certificate from Certified Medical Practitioner.

7. Training Cost Recovery Agreement duly completed (Will be issued after joining).  
For executing the same, please bring stamp paper valued Rs.100.
8. Date of Birth (date-month-year format) of parents for filling ESI & PF forms.

Please ensure that you submit the documents on or before you join Saranga Geosoftware and Engineering Services Pvt. Ltd., failing which your appointment stands cancelled. This appointment is also subject to your successfully clearing of back papers/arrears if any (maximum 2 permissible at the time of appointment), within a period of 6 months from this date.

Please sign and return the duplicate copy of this letter for our records. We wish you a long and happy association with our company.

Wishing you all success.

Yours truly,

**For Saranga Geosoftware and Engineering Services Pvt. Ltd.**

**Vinil George**  
**Sr. Manager – HR & Admin.**

# O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 3014120

FAX : (0484) 2302287, 2302211

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY : ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PER/108

PHONE : (0484) 3053600, 2711321 to 2711328 FAX : (0484) 2711891

21st February, 2019

OUR REF:

Mr. JACOB JOSEANTO,  
VAZHAPPILLY HOUSE,  
PUTHENVELIKARA P O,  
ERNAKULAM DIST.

YOUR REF:

Dear Sir,

## Apprenticeship Training under Certified Standing Orders

We refer to your application for Apprenticeship Training in our organization and the interview you had attended on 20th February, 2019.

We are pleased to inform you that you have been selected to undergo Apprenticeship Training as per the Certified Standing Orders of the Company, subject to the following terms and conditions:-

1. The Apprenticeship Training will be for a period of One year only.
2. The consolidated monthly stipend payable to you will be Rs.6500/-. No other allowance will be paid.
3. Leave entitlement will be 1.5 days per month.
4. You will also be eligible for National and Festival Holidays declared by the Company.
5. During the Apprenticeship Training period, your performance will be evaluated based on factors like interest in training, quantity and quality of your work, avoidance of wastage, team spirit, adherence to Company rules, punctuality, leave habits, discipline honesty, commitment, attitude etc.
6. If your performance is not satisfactory, your Apprenticeship Training will be ended even before completion of one year. Even otherwise the Company reserves the right to end the Apprenticeship Training before one year.
7. Your Apprenticeship Training can also be ended due to reasons like lack of orders, shortage of power, change of technology or process, natural calamities or due to any other reason beyond the control of the Company.
8. The Apprenticeship Training will be normally in the factory at Electrogiri near Mulanthuruthy, Ernakulam District, Kerala. But you should be prepared to undergo training at any place suggested by the Company.

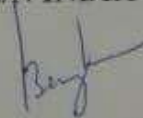
An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2004, OHSAS-18001:2007 Company



9. Experience Certificate will be given only after completion of One year of Apprenticeship Training.
10. You will have to make your own arrangements for accommodation and transportation to and from the place of Apprenticeship training.
11. You have to undergo training in rotating shifts or flexible timings as required by the Company. Therefore, you should have a residential facility near the place of Training. If you are unable to re-locate your accommodation accordingly, this offer of Apprenticeship Training will be treated as cancelled.
12. You should produce the following documents and certificates at the time of joining for Training.
  - (a) Originals and photocopies of certificates proving your age and educational qualifications.
  - (b) Copy of Aadhar card/ Voter's identification card/ Driving Licence as proof of identity and residence.
  - (c) Two copies of your recent color photograph in passport size and one copy in stamp size.
  - (d) Certificate of Medical fitness issued by a Registered Medical Practitioner.
  - (e) Police Clearance Certificate

If you are fully agreeable to the above terms and conditions, please sign and return the duplicate copy as token of your acceptance of our offer and join for training at the factory at Electrogiri, near Mulanthuruthy, Ernakulam District at 8.30 AM on 21st February, 2019.

Yours faithfully,  
For O/E/N INDIA LIMITED,



(BENOY KURIAN)  
ASST. GENERAL MANAGER (HRD)

BK:JM



**LG**  
Life's Good

Care  
Delight &  
LG Service



**BIBIN ANTONY**

**Trainee**

**Blood Group : AB+**

**Valid till 31/12/2019**

**AS ELECTRONICS**  
**Authorised Service Center**  
**for LG Electronics India Pvt. Ltd.**



REDMI NOTE 7S  
BY MY THIRD EYE

03<sup>rd</sup> July 2019

To,

Mr. Ajith Mani S/O Mr. Mani S

Address: Chembakassery House, Silent Valley, Nellikunnu, Kura, Thrissur, Kerala- 680005

**Offer Letter for Training berths on Ships in capacity of a Trainee Electrical Officer (TREG)**  
**ETO 09/ July 2019**

Dear Ajith Mani,

On behalf of M/S Anglo-Eastern Ship Management Limited, 23<sup>rd</sup> Floor, CEF Life Tower, 248 Queen's Road East, Wanchai, Hong Kong (hereafter referred as "Company"), we are pleased to offer you placement as a "Trainee Electrical Officer" to complete your training on board ships managed by the Company.

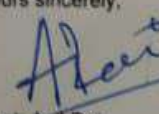
Company's offer is subject to following conditions:

- Minimum eligibility criteria listed by DG Shipping for respective pre-sea course is met.
- Successful completion of Pre-Sea "Electro Technical Officer" (ETO) course from Anglo Eastern Maritime Academy (AEMA), prior Dec 2019.
- Successful completion of medical tests as required by company from company's approved doctors and as per DGS guidelines.
- There is no forged documentation/ false declarations made by you or your parents during medicals or on any other document/s including company forms.
- There is no case of any gross misconduct, during the entire period of training, including training at AEMA.
- Submission of undertaking by you and your parents/ legal guardians, for you to serve the Company managed vessels for 36 months as a certified officer/ Electrical Officer.

Company's offer may be withdrawn without notice, if any of the above mentioned conditions are not met. During your tenure on board as a TREG while on board ships, you will be entitled to a monthly stipend, which currently stands at USD 750 and could be changed without prior notice. Your placement onboard ships will be in order of merit as per availability of suitable ships, at the time of passing out after training from AEMA. Subsequent ships will be allotted on basis of availability of suitable ships and your performance.

Please sign copy of this letter as acceptance of this offer. This offer will be considered null and void, if we do not receive confirmation within 2 weeks from the date of issue of this letter.

Yours sincerely,

  
Capt. Anil Rai  
Deputy General Manager  
For Anglo Eastern Ship Management  
(As Agents for and on behalf of Shipowners)



Agreed as above  
Mr. Ajith Mani

Witness  
(Parents / Guardian)

# Aricent®

## Joining Order - Welcome Letter

Dear **Nithish Suresh**,

Welcome to Aricent. With reference to your offer letter, please find below details of your employment:

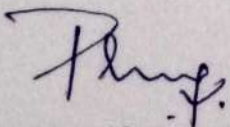
Date of joining: **25-03-2019**

Designation: **Software Engineer - Off Campus**

Reporting Manager: **Ganesh P**

Employee ID: **54448**

Please accept our best wishes for a successful career at Aricent.



Praveen Kumar M  
Senior Associate - HR



नेहरू युवा केन्द्र संगठन

# नेहरू युवा केन्द्र संगठन NEHRU YUVA KENDRA SANGATHAN

जिल्ला युवा समन्वयक कार्यालय, तृश्शूर  
Office of the District Youth Co-ordinator, Thrissur  
Kendra Code - 4909 / KL-13



An Autonomous Body under the  
Ministry of Youth Affairs & Sports  
Government of India

स्वायत्तशासी संस्था  
युवा कार्यक्रम एवं खेल मंत्रालय  
भारत सरकार

KI-13/NYK-TSR/NYV/2019-20/20

Date....26.06.2019...

To

Mr. FIJO FRANCIS  
Chiyarath House  
Thalore P O, Thrissur

**Subject: NYV Deployment – Offer Letter – reg.**

On the basis of the recommendation made by the Selection Committee constituted for the purpose, it is informed that you have been selected as National Youth Volunteer (NYV). You are requested to report at **Nehru Yuva Kendra Office, Ayyanthole on 01.07.2019 Monday at 11.a.m. with this Offer Letter and 02 Passport Size Photographs, failing which the next candidate from the waiting list will be selected for Volunteership.**

The terms and conditions of engagement are as under:

1. Your initial deployment as NYV will be only up to **31<sup>st</sup> March 2020**. The volunteer shall perform such duties as assigned to him/her by the competent authority.
2. During the period of engagement, Honorarium of Rs. 5000/- per month (all inclusive) will be paid on the basis of your performance & attendance in Programmes. No other allowances shall be admissible.
3. Volunteer will be entitled only 12 days causal leave in one year.
4. Engagement carries the liability to serve in any part of the district.
5. **Volunteer is not entitled for Traveling Allowance.**
6. Other conditions of service will be governed by the Scheme guidelines of National Youth Volunteers (NYV) and orders issued from time to time.
7. **Engagement is on full time basis and the volunteer will not accept any other assignment during this period.**
8. In case work of volunteer is not found satisfactory, the deployment can be terminated at any time by a notice of one month.
9. The deployment can also be terminated by the volunteer by giving one month notice.
10. 10. Volunteer will not have any claim or right for regular appointment to any post under the deploying agency/department.
11. The volunteer will bring certificate of medical fitness from Authorized Medical Attendant (AMA) at time of his/her joining. Continuation of engagement is subject to physical fitness. He/She is liable to be discharged from the said engagement in case found medically unfit.
12. **If the above terms and conditions are acceptable, you are required to submit an undertaking as in the enclosed proforma and report to the undersigned on date of reporting. (01/07/2019)**



(JAIN GEORGE)

District Youth Coordinator

जिल्ला युवा समन्वयक (भारत सरकार)  
नेहरू युवा केन्द्र, तृश्शूर, केरल  
DISTRICT YOUTH CO-ORDINATOR (GOVT. OF INDIA)  
NEHRU YUVA KENDRA, THRISSUR, KERALA

**TOSHIBA**

TTDI/RUD/HR/APP/2019

**Dr: 14.11.2019**

To

Mr. Tony Thomas  
R/o. Vattoly (H),  
Kanjirappilly Post,  
Velookara.  
=====

**OFFER OF EMPLOYMENT**

Dear Tony,

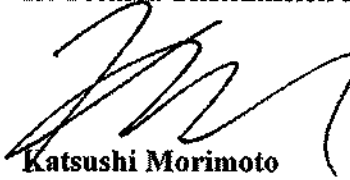
With reference to the discussion you had on 07.11.2019, we are pleased to offer you an appointment as "Graduate Engineer Trainee" for SWG division, in our company.

A detailed Appointment Order with breakup of emoluments and terms and conditions will be issued to you at the time of joining the company.

If you wish to accept our offer, you shall have to convey the acceptance by signing the duplicate copy of this offer letter enclosed and return the same. This offer letter is issued with an understanding that you shall report to duty on or before 21.11.2019.

With best wishes,

for Toshiba Transmission & Distribution Systems (India) Private Limited.

  
**Katsushi Morimoto**  
Director (HR)

I have read and understood the above Offer Letter and it is acceptable to me.

I shall be joining duty on or before

21-11-2019

  
-----

**Toshiba Transmission & Distribution Systems (India) Private Limited**

Rudraram Village, Patancheru Mandal, Sangareddy Dist. - 502329, Hyderabad, Telangana State, India.

Tel: +91 40 3071 2222, Fax: +91 40 3071 2245, Website: www.toshiba-tdi.com

CIN: U40108TG2013PTC088501



12-Jan-19

Mr Athul Krishna A S,  
Avilissery House West Vellanikkara, P O Madakkathara, Thrissur, Kerala 680651

Dear Athul,

Congratulations on being selected for the Internship program of Wipro!

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution.

Your assignment will be for a period of seven months commencing from 14-Jan-2019. You will be posted at Wipro Consumer Care & Lighting, No.139, 7th Cross, N S Palya, Off. Banerghatta Road, Bangalore – 560076.

You will be entitled for a stipend of Rs 12000/- (Rupees Twelve Thousand Only) per month.

During the course of your assignment with us, you will be privy to a lot of classified information. We are sure that you will undertake to keep the same in complete confidence and not divulge any information to anyone without our consent. Similarly you may conceive newer and advanced methods to improve process or systems during your assignment. We are sure that you will understand that this will remain the sole property of Wipro.

We will make assignment experience full of learning, enriching and memorable for you.

Looking forward to having you with us for this assignment.

Yours sincerely,  
For Wipro Enterprises (P) Limited,

  
Makarand L Sainis  
Sr Vice President – Technology, Lighting Business

I accept the terms and conditions mentioned above in the letter.

Date:

Signature:

Business Office:

Wipro Enterprises (P) Ltd. T : +91 20 6609 8700  
5th Floor, Godrej Eternia-C, F : +91 20 6609 8777  
Old Pune-Mumbai Road,  
Shivajinagar, Pune - 411 005.  
INDIA.

Registered Office:

Wipro Enterprises (P) Ltd.  
'C' Block, CCLG Division,  
Doddakannelli, Sarjapur Road,  
Bengaluru - 560 035.  
INDIA.

T : +91 80 2844 0011  
F : +91 80 2844 0054  
E : communications.wel@wipro.com  
W : wiproel.com  
C : U15141KA2010PTC054808





**Letter Of Indent**

Name: Joyal Jose  
Phone #: 8592836024  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at **Aegis Chennai**. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. **\* Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. **\*\* Incentives** as per schemes announced from time to time for specific processes based on performance
6. **\*\*\* Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

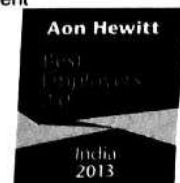
- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.







**Letter Of Indent**

Name: Arathy K Rajeev  
Phone #: 8156976618  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. **\* Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. **\* Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. **\*\* Incentives** as per schemes announced from time to time for specific processes based on performance
6. **\*\*\* Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

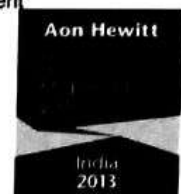
- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: **Arin Ramesh**  
Phone #: **9995870834**  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at **Aegis Chennai**. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

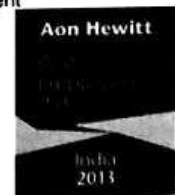
- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: **Shriya George**  
Phone #: **9495131973**  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at **Aegis Chennai**. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. **\* Provident Fund - 12% deduction from employee & Provident & Pension Fund - 12% contribution from employer**
3. **\* Employee State Insurance - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.**
4. **\* Headset & ID Card - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.**
5. **\*\* Incentives as per schemes announced from time to time for specific processes based on performance**
6. **\*\*\* Statutory Bonus - Rs. 1750 will be paid quarterly during the month of April, July, October and January**

An agent is given benefits under various schemes of the company, which among others include:

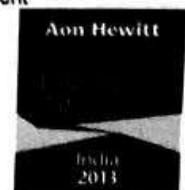
- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Intent**

Name: **Aradhaniya Giju**  
Phone #: **9744645104**  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

Date of Joining will be informed  
T +91 044 33123800  
www.aegisglobal.com

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative when there is a requirement

You will undergo training for approximately **30 business days** at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives** as per schemes announced from time to time for specific processes based on performance
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: **Arjun Suresh**  
Phone #: **9497760705**  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at **Aegis Chennai**. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives as per schemes announced from time to time for specific processes based on performance**
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

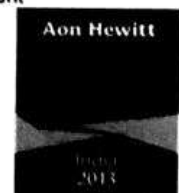
- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: **Hanna Rose Thomas**  
Phone #: **9446371188**  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately 30 business days at Aegis Chennai. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives as per schemes announced from time to time for specific processes based on performance**
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

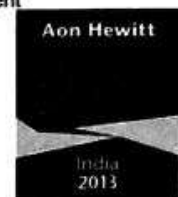
- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.:  
Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





**Letter Of Indent**

Name: Anand Ravis  
Phone #: 8086404193  
Welcome to Aegis!!!

Aegis Limited  
No-7 Esplanade  
Essar House,  
1st Floor,  
Chennai - 600108  
India

We are happy to inform you that you are been selected as **Executive - Operations**. Your tentative Date of Joining will be informed when there is a requirement  
T +91 044 33123800  
www.aegisglobal.com

You will undergo training for approximately **30 business days** at **Aegis Chennai**. The duration of training may be increased or decreased at the discretion of Aegis.

Your offer would be confirmed at the sole discretion of Aegis, provided the following criteria are met:

- Successful completion of training and necessary certification/s
- Additional clearance, if required by the local police and other administrative authorities on account of background verification check to be conducted by them.

**Points of Interest:**

An agent post training certification and formal joining Aegis as a full-time employee in this process gets starting CTC of INR **15,000** per month. The take home pay will be derived post employee contributions towards statutory deductions.

Components	First Month	Second Month	Third Month
CTC	15,000.00	15,000.00	15,000.00
PF*	1,710.00	1,710.00	1,710.00
ESI*	842.00	842.00	842.00
Statutory Bonus***	583.00	583.00	583.00
* Other Deductions	1,585.00	-	-
Net Take Home	10,280.00	11,865.00	11,865.00

1. **CTC:** This is the total Cost to Company including the contribution towards PF/ESI and other statutory requirements.
2. \* **Provident Fund** - 12% deduction from employee & **Provident & Pension Fund** - 12% contribution from employer
3. \* **Employee State Insurance** - 4.75% contribution from employer & 1.75% deduction from employee which helps provide for hospitalization benefits to employee and dependent family.
4. \* **Headset & ID Card** - Security deposit of INR 1,500/- for Headset and Rs. 85/- for ID Card will be deducted from Salary. This deposit is refunded to agents on time of leaving the Organization.
5. \*\* **Incentives as per schemes announced from time to time for specific processes based on performance**
6. \*\*\* **Statutory Bonus** - Rs. 1750 will be paid quarterly during the month of April, July, October and January

An agent is given benefits under various schemes of the company, which among others include:

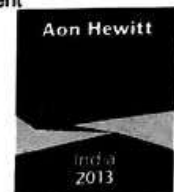
- i. **Group Personal Accident Insurance** of up to INR 5,00,000.00 (Rupees Five Lakhs).
- ii. **Gratuity** - as per policy.
- iii. **Leave** - Earned Leave, Casual Leave, Sick Leave, Festival Holiday etc. as per company policy.
- iv. **Agent Career Path** a methodology to train and promote agents as future internal leaders.

Feel free to approach the following team members for any additional clarity or assistance:

Recruiter Name & Contact No.: Mr. Manikandan N (+91 - 984 059 3973) - manikandan.n@in.aegisglobal.com  
Mr. Dayanand U (+91 - 988 455 6900) - dayanand.u@in.aegisglobal.com  
Ms. Jansi Rani L (+91 - 735 828 4938) - jansirani.l@in.aegisglobal.com

**Note:**

- Aegis is an equal opportunity employer and does not discriminate by way of race, color, gender, caste and religion
- Training undertaken as a corporate social initiative to make people employment ready, therefore Aegis does not seek or demand payment for providing training
- Aegis does not deal with any consultant / agency / person who collect money from candidates seeking employment
- Agents can look forward to grow within the organization with the **AGENT CAREER PATH**.





## THE CHOICE FOUNDATION

Registered Office : 'Choice House', P.V. Sreedharan Road, Kumbalam, Kochi - 682 506  
 Tel : 3210110, 3210106. Fax : 0484 - 2703623  
 PAN No. AAATC1588P, U/S 80 G(5) (Vi) of the Income Tax Act - 1961

Administrative Office : 1st Floor, Malayil Majesty, Nadama East, Tripunithura - 682 301  
 Tel : 0484 - 4066525 / 26 / 27

Ms. Minnu Mariya Joy,  
 Mathenkudiyil House,  
 Chalampadam, Koottaia P.O.,  
 Thrissur, PIN - 680 652

Dear Ms. Minnu Mariya Joy,

With reference to your application and the subsequent interview we had with you, we are pleased to appoint you as 'Instructor - ID Lab' with The Choice Foundation with effect from 27 May, 2019 and you will be at present placed in The Choice School, Tripunithura.

- (1) **Responsibilities** : The Choice Foundation may however re-assign and/ or transfer you to any position, location including that of handling responsibilities at different entities within The Choice Group, at The Choice Foundation's discretion. You will be governed by the terms and conditions applicable to your category of employees in the organization as amended from time to time.

Reporting to : Director - Academics, The Choice School, Tripunithura.

Your normal duty hours will be 9 hours per day including break and timing will be as per the rules of the institution. You are requested to be present on all school working days including working Saturdays and as per instructions from the Principal.

- (2) **Salary** : You would be entitled to a monthly remuneration of INR 20,000/- (Indian Rupees Twenty thousand only) which would be structured with regard to The Choice Foundation's compensation policy. The Choice Foundation may in its discretion, review, adjust, re-structure and appropriate the salary payable to you through prior intimation.
- (3) **Probation** : Probation period will be a minimum period of 12 working months (excluding vacation) from the date of joining. You will not be eligible for vacation salary during the probation period. During your period of probation, The Choice Foundation will appraise your progress and performance in the position and may, in its absolute discretion, terminate your employment for any reason without notice or cause. A written order will be issued to you confirming your employment upon satisfactory completion of the probation. The confirmation in service shall be reckoned only on receipt of the written order of confirmation.



**THE**  
**Choice**  
**SCHOOL**  
 Bringing you the power of education  
 (A UNIT OF THE CHOICE FOUNDATION)  
 Tripunithura, Thiruvalla & Kozhikode



Minnu Mariya Joy  
 27/5/19



**No.EB.10/1484/PA/Degree/59/2019.**

Dated : 20/08/2018

**MEMO**

Sub:- Establishment – Apprentices (Amendment) Act 1973 - Training of Graduate in Electrical & Electronics Engineering under the Kerala State Electricity Board Limited for the year 2019.

Sri./Smt. NEETHU K R

is informed that you are selected to undergo training in the Kerala State Electricity Board Ltd. as Graduate Apprentice and posted for training in the **Electrical Circle, Irinjalakkuda** subject to conditions noted below:

You are directed to report for training before the **Deputy Chief Engineer, Electrical Circle, Thrissur** within 15 days on receipt of this memo with the original certificates in proof of your date of birth, qualifications (General & Technical) character and conduct. If you fail to report for training within the stipulated time that vacancy will be filled up by posting the next rank holder from the list.

Your selection as Apprentice is as per the provisions of the Apprentices (Amendment) Act 1973 and the rules there under. You should execute an agreement in stamp paper worth Rs.200/- in the approved form at the time of reporting for training. The training is for one year and you will be paid stipend at the rate of Rs.4984/- per month for the period of training.

It has been noted that you are not entitled to any claim for appointment under the Board by virtue of your apprenticeship.

  
DEPUTY CHIEF ENGINEER (HRM-I)  
IN-CHARGE OF CHIEF ENGINEER (HRM)

To

Sri/Smt. VAISHNAV K,  
Kuriyakattil House, Kandeswaram Devaprastham, Irinjalakuda P. O.,  
Thrissur – 680121.

Copy to:

1. The **Deputy Chief Engineer, Electrical Circle, Irinjalakkuda**. You may please report the names of the candidates who have joined duty immediately. Copy of the Memo in respect of those candidates who have not reported for training within the stipulated period may be returned to this Office. The candidates who have completed three years after acquiring the Degree Certificates shall not be permitted for apprenticeship.

The candidate shall be reposted to convenient Offices. It is also mandatory to register every candidate in web portal ([mhrdnats.gov.in](http://mhrdnats.gov.in)). Those candidates selected in Distribution wing may be permitted to undergo apprenticeship in the nearest 66/110/220KV Substations for a period of any consecutive three months. The lien of the candidate throughout the training shall be under the distribution ARU.

2. The Director of Technical Education, Kerala State, Padmavilasom Road, Fort, Trivandrum, PIN - 695 023.
3. The Director, Board of Apprenticeship Training (Southern Region), C.I.T.Campus, Taramani, Chennai-600 113.
4. The Assistant Director, Supervisory Development Centre, NAD Road, Kalamassery.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163494587/Trivandrum**  
**Date: 22/11/2018**

Mr. Renjith Mani  
Chembakassery House Silent Valley,  
Kura,  
Thrissur-680005,  
Kerala.  
Tel# 91-9447618299

Dear Renjith Mani,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued 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.

**TCS Confidential**  
**TCSL/DT20163494587**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusumagin PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change based on your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- 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/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **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.

## 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.

## Loans

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

## 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

TCS Confidential

TCSL/DT20163494587

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, 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 XIIth 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.

### **2. 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.

### **3. 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.

#### **4. 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.

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

## **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. 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.

## **12. 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.

## **13. 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.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

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

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

### **15. 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.

### **16. 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.

### **17. 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.

### **18. 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.

### **19. 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.

## **20. Initial Learning 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.

## **21. 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.

## **22. 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.



### **23. 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.



**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**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Renjith Mani</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Annexure 3

### 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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

**LETTER OF INTENT**

Date: 17-Jan-18

Name:

Dear Nithish Suresh.

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of **INR 187000/-**, (Rupees One Lakh and Eighty Seven Thousand Only), payable as per the following structure:

1. Annual Base Pay of **INR 158950/-**, per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of **INR 28050/-**, per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.



Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.  
Tel. : +91 – 422 – 666 5000

www.amazon.com

021 17000000 1 000 177000 1000

UTPL/INT/2018-19/05

**Private & Confidential**

**28/ MAY/ 2018**

**To**

Mr.Nithish Suresh

V.K. House (Sreepadmam)

Varakkara.P.O.Thrissur 680302

**Dear Mr. Mr.Nithish,**

We are happy to appoint you at **UNIRANS TECHNOSYSTEMS PVT. LTD.** (hereinafter referred to as the Company), in the position of **intern –Field application Engg** in our ...Technical..... Department.

The service conditions as applicable are detailed in Annexure I . You may please note that your appointment is subject to your being found medically fit as per Company norms.

We look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this appointment letter.


If the terms and conditions are acceptable to you, please return the duplicate copy of this letter along with the annexures duly signed by you on every page, within 10 days from the date of issuing this letter (condition not valid for immediate appointment). In case we do not receive any formal acceptance within the above-mentioned period, our offer of appointment will be treated as canceled.

For joining, please report to **The G.M (Operations), Unirans Technosystems Pvt. Ltd., 1st Floor, 3/627/B6 Post office compound, Thaikkattukara P O, Aluva – 683106.**

**Reporting Time: 9.30 AM. (Please take prior appointment)**

Thanking you and looking forward to a long and beneficial association with you.

For Unirans Technosystems Pvt. Ltd.



*I. Suresh*  
Authorized Signatory



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
[www.bluezinfo.com](http://www.bluezinfo.com)

Date: 27/11/2017

Dear NITHIS SURESH,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



**Sunbird**  
LED LIGHTING

UTPL/INT/2018-19/04

**Private & Confidential**

**28/ MAY/ 2018**

To

MIDHUN.C

Nandanam House,

Velam,Mayyil ,P.O

Kannur,Dist 670602

**Dear Mr.Midhun,**

We are happy to appoint you at **UNIRANS TECHNOSYSTEMS PVT. LTD.** (hereinafter referred to as the Company), in the position of **intern - Field application Engg** in our Technical Department.

The service conditions as applicable are detailed in Annexure1. You may please note that your appointment is subject to your being found medically fit as per Company norms.

We look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this appointment letter.


If the terms and conditions are acceptable to you, please return the duplicate copy of this letter along with the annexures duly signed by you on every page, within 10 days from the date of issuing this letter (condition not valid for immediate appointment). In case we do not receive any formal acceptance within the above-mentioned period, our offer of appointment will be treated as canceled.

For joining, please report to The G.M (Operations), Unirans Technosystems Pvt. Ltd., 1st Floor, 3/627/B6 Post office compound, Thaikattukara P O, Aluva - 683106.

**Reporting Time: 9.30 AM. (Please take prior appointment)**

Thanking you and looking forward to a long and beneficial association with you.

For Unirans Technosystems Pvt. Ltd.

  
Authorized Signatory



**Unirans Technosystems Private Limited**  
3/627C, 1st Floor, Opp.Post Office, Thaikattukara P.O  
Aluva - 683 106, Ernakulam Dist., Kerala State, India.

Ph : +91 484 2622272, E : info@unirans.com, W : www.unirans.com

Page 1 of 4

2018-19

Scanned by CamScanner

Scanned with CamScanner

# Aztec Solutions

HUMAN & EDUCATION MANAGEMENT



AZTEC/HR/2018/SDO/OL/19

Date: 14.04.2018

Aishwarya P

Dear Aishwarya

Sub : Offer Letter

Greetings

On the basis of the Interview held on 10/04/2018, it is the pleasure of the board of Directors of Aztec Solutions to confirm our offer of employment to you as a Skill Development Officer in our Organization. You will be paid a consolidated monthly salary of Rs 14500/-which includes the accommodation allowance of 2500 during the probation period of ten months. Your appointment procedures will be got finalized only after getting the ready to join mail from your end with the consensus to work anywhere in Kerala.

Thanking you

Sincerely

Gayathry Suresh

Lead Officer, HR

Ground Floor, Neo Space, Kinfra Techno Industrial Park,  
Kakkanchery, Malappuram-673 634, Kerala, India  
☎ +91 9539 600021, 9539 600018 ✉ info@aztecsolutions.in  
🌐 www.aztecsolutions.in 📺 aztecedu





Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear STEBIN MATHEW,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear GIBIYA GEORGE,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

**Date of joining:** We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

**Work ethics:** You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

**Training Period:** Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

**Shift and Timing:** You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

**Agreement of Interest:** You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear HANNA ROSE THOMAS,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear THEJAS,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear DEEPAK P N,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
www.bluezinfo.com

Date: 27/11/2017

Dear MEER GEORGE,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY



# KERALA ELECTRICAL AND ALLIED ENGINEERING CO.LTD.

(A Government of Kerala Undertaking)

Phones : 2310012/13/14.2318960/61  
Fax: 0484 - 2310015  
E-mail : info@kel.co.in  
Website : www.kel.co.in

Corporate Office : 7th Floor, Housing Board Office Complex,  
Panampilly Nagar, Kochi - 682 036, India.

CIN - U 31200KL19645GC002062

GMPA/57/ 20TH /18

04/12/2018

(in duplicate)  
MEMO

Sub: Engagement of Graduate Apprentice (Electrical & Electronics Engg )  
under the Apprentices (Amendment) Act 1973 – Orders issued :  
Ref: Centralized walk-in interview held at CUSAT, Kalamassery on  
16/11/2018

.....

With reference to the above, the undersigned is pleased to offer you a chance for undergoing apprenticeship in this company under the Apprentices (Amendment) Act 1973 on the following terms and conditions.

1. The period of apprenticeship will be one year from the date of reporting to undergo apprenticeship.
2. You will be paid a stipend of ₹ 4,984/- (Rupees Four thousand Nine hundred and Eighty Four only) per month during the period of apprenticeship.
3. Your engagement as an apprentice in this company will be governed by the rules and regulations in regard to the engagement of apprentices under the Apprentices (Amendment) Act 1973 as amended from time to time.
4. If at any time your work conduct etc. are found not satisfactory, your apprenticeship will be terminated without notice.
5. Immediately on joining to undergo apprenticeship you will have to execute a bond with the company accepting the terms and conditions of apprenticeship.
6. You have to produce the originals of all your certificates and testimonials in support of age, qualification etc. at the time of reporting for apprenticeship.
7. Before joining as an apprentice you should give a written undertaking stating that you had not undergone apprenticeship previously in any other industrial establishments and your apprenticeship had not been terminated for any reasons from anywhere.

...2/

Works at : Mamala (Kochi)	☎ 0484 - 2787705 /07/08	☎ 0484 - 2787702	✉ mamala@kel.co.in
Kundara (Kollam)	☎ 0474 - 2522215 / 16	☎ 0474 - 2522514	✉ kundara@kel.co.in
Olavakkode (Palakkad)	☎ 0491 - 2555241.2555113	☎ 0491 - 2554590	✉ olavakkode@kel.co.in
Edarikode (Malappuram)	☎ 0483 - 2750421.2750422	☎ 0483 - 2750422	✉ edarikode@kel.co.in

: 2 :

8. You are liable to undergo apprenticeship in the various units/worksites of the company anywhere in India.
9. As part of your apprenticeship you will be engaged in various division/section of the unit/worksite, depending upon the availability of the training facility, which you are bound to do.

If this offer of apprenticeship is acceptable to you on the terms and conditions specified above, you may return the duplicate copy of this memo signifying your acceptance thereof and report for undergoing apprenticeship before the the General Manager, Kerala Electrical & Allied Engg Co Ltd, Mamala P.O., Thiruvankulam via, Kochi-682 305 within 7 days of receipt of this memo, failing which this offer will stand automatically cancelled without further reference to you.

for KERALA ELECTRICAL & ALLIED ENGG CO LTD

  
**GENERAL MANAGER (P&A)**

To  
Sri.Don J.Nettikadan  
Nettikadan House  
Santhipuram Meloor.P.O  
**Chalakkudy, Thrissur**



Mr. Vysakh A  
Pournami(H),  
Peruvanam, Cherpu P.O  
Thrissur  
Kerala - 680561

Dear Vysakh A,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Software Engineer Trainee - Machine Learning** at Feathersoft, Info Solutions Private Limited effective **19 February 2020**.

You will be on probation for a period of 6 months, from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period. It may get extended by further period of 6 months if your performance is not found satisfactory. If no confirmation is made in writing at the end of the probationary period, it will be deemed to have been extended until the company confirms you in writing.

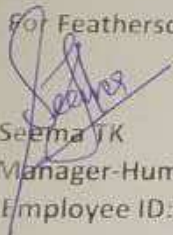
You are to sign an employment contract and must adhere to all rules and regulations of the Employee manual. Your initial offer would be **CTC of Rs. 18,229/- (Eighteen Thousand Two Hundred and Twenty-Nine only)** per month; Your gross monthly salary will be **Rs. 16,000/-**. Your total annual CTC will be **2,18,752/- (Two Lakhs Eighteen Thousand Seven Hundred and Fifty Two only)**. The above-mentioned offer package is subject to the HR Statutory employer costing and employee side deductions (HR Statutory clauses applicable are Income Tax, Professional tax, etc. as per time and which could change according to any prospective legal amendments related to HR Laws).

You are also reminded that the employment contract contains clauses for Confidentiality and Non-Disclosure, Ownership of Business, covenant not to compete and Not to Disclose and Intellectual property rights, apart from other clauses. The same has been explained to you and any violation will be treated as a breach of the Employment contract. The Employee Manual will be your guide to the Feathersoft's rules, regulations by law, procedures and policies and all changes made to the employee manual from time to time will be binding on you.

We look forward to an enduring relationship with you. Please sign on the copy and hand it back to HR.

Yours Sincerely,

For Feathersoft Infosolutions Pvt. Ltd.

  
Seema TK  
Manager-Human Resources  
(Employee ID: 100155)



# O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 3014120

FAX : (0484) 2302287, 2302211

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PER/108

PHONE : (0484) 3053600, 2711321 to 2711328 FAX : (0484) 2711891

21st February, 2019

OUR REF:

Mr. SARATH K P  
VELLIMADUKUNNU  
WAYANAD

YOUR REF:

Dear Sir,

## Apprenticeship Training under Certified Standing Orders

We refer to your application for Apprenticeship Training in our organization and the interview you had attended on 20th February, 2019.

We are pleased to inform you that you have been selected to undergo Apprenticeship Training as per the Certified Standing Orders of the Company, subject to the following terms and conditions:-

1. The Apprenticeship Training will be for a period of One year only.
2. The consolidated monthly stipend payable to you will be Rs.6500/-. No other allowance will be paid.
3. Leave entitlement will be 1.5 days per month.
4. You will also be eligible for National and Festival Holidays declared by the Company.
5. During the Apprenticeship Training period, your performance will be evaluated based on factors like interest in training, quantity and quality of your work, avoidance of wastage, team spirit, adherence to Company rules, punctuality, leave habits, discipline honesty, commitment, attitude etc.
6. If your performance is not satisfactory, your Apprenticeship Training will be ended even before completion of one year. Even otherwise the Company reserves the right to end the Apprenticeship Training before one year.
7. Your Apprenticeship Training can also be ended due to reasons like lack of orders, shortage of power, change of technology or process, natural calamities or due to any other reason beyond the control of the Company.
8. The Apprenticeship Training will be normally in the factory at Electrogiri near Mulanthuruthy, Ernakulam District, Kerala. But you should be prepared to undergo training at any place suggested by the Company.

An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2004, OHSAS-18001:2007 Company

9. **Experience Certificate will be given only after completion of One year of Apprenticeship Training.**
10. You will have to make your own arrangements for accommodation and transportation to and from the place of Apprenticeship training.
11. You have to undergo training in rotating shifts or flexible timings as required by the Company. Therefore, you should have a residential facility near the place of Training. If you are unable to re-locate your accommodation accordingly, this offer of Apprenticeship Training will be treated as cancelled.
12. You should produce the following documents and certificates at the time of joining for Training.
- (a) Originals and photocopies of certificates proving your age and educational qualifications.
  - (b) Copy of Aadhar card/ Voter's identification card/ Driving Licence as proof of identity and residence.
  - (c) Two copies of your recent color photograph in passport size and one copy in stamp size.
  - (d) Certificate of Medical fitness issued by a Registered Medical Practitioner.
  - (e) Police Clearance Certificate

If you are fully agreeable to the above terms and conditions, please sign and return the duplicate copy as token of your acceptance of our offer and join for training at the factory at Electrogiri, near Mulanthuruthy, Ernakulam District at 8.30 AM on 21st February, 2019.

Yours faithfully,  
For O/E/N INDIA LIMITED,



(BENOY KURIAN)  
ASST. GENERAL MANAGER (HRD)

BK:JM

# O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 3014120

FAX : (0484) 2302287, 2302211

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PER/108

PHONE : (0484) 3053600, 2711321 to 2711328 FAX : (0484) 2711891

21st February, 2019

OUR REF:

Mr AVIN DAVIS

YOUR REF:

Dear Sir,

## Apprenticeship Training under Certified Standing Orders

We refer to your application for Apprenticeship Training in our organization and the interview you had attended on 20th February, 2019.

We are pleased to inform you that you have been selected to undergo Apprenticeship Training as per the Certified Standing Orders of the Company, subject to the following terms and conditions:-

1. The Apprenticeship Training will be for a period of One year only.
2. The consolidated monthly stipend payable to you will be Rs.6500/-. No other allowance will be paid.
3. Leave entitlement will be 1.5 days per month.
4. You will also be eligible for National and Festival Holidays declared by the Company.
5. During the Apprenticeship Training period, your performance will be evaluated based on factors like interest in training, quantity and quality of your work, avoidance of wastage, team spirit, adherence to Company rules, punctuality, leave habits, discipline honesty, commitment, attitude etc.
6. If your performance is not satisfactory, your Apprenticeship Training will be ended even before completion of one year. Even otherwise the Company reserves the right to end the Apprenticeship Training before one year.
7. Your Apprenticeship Training can also be ended due to reasons like lack of orders, shortage of power, change of technology or process, natural calamities or due to any other reason beyond the control of the Company.
8. The Apprenticeship Training will be normally in the factory at Electrogiri near Mulanthuruthy, Ernakulam District, Kerala. But you should be prepared to undergo training at any place suggested by the Company.

An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2004, OHSAS-18001:2007 Company

9. **Experience Certificate will be given only after completion of One year of Apprenticeship Training.**
10. You will have to make your own arrangements for accommodation and transportation to and from the place of Apprenticeship training.
11. You have to undergo training in rotating shifts or flexible timings as required by the Company. Therefore, you should have a residential facility near the place of Training. If you are unable to re-locate your accommodation accordingly, this offer of Apprenticeship Training will be treated as cancelled.
12. You should produce the following documents and certificates at the time of joining for Training.
- (a) Originals and photocopies of certificates proving your age and educational qualifications.
  - (b) Copy of Aadhar card/ Voter's identification card/ Driving Licence as proof of identity and residence.
  - (c) Two copies of your recent color photograph in passport size and one copy in stamp size.
  - (d) Certificate of Medical fitness issued by a Registered Medical Practitioner.
  - (e) Police Clearance Certificate

If you are fully agreeable to the above terms and conditions, please sign and return the duplicate copy as token of your acceptance of our offer and join for training at the factory at Electrogiri, near Mulanthuruthy, Ernakulam District at 8.30 AM on 21st February, 2019.

Yours faithfully,  
For O/E/N INDIA LIMITED,



(BENOY KURIAN)  
ASST. GENERAL MANAGER (HRD)

BK:JM

# O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 3014120

FAX : (0484) 2302287, 2302211

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PER/108

PHONE : (0484) 3053600, 2711321 to 2711328 FAX : (0484) 2711891

21st February, 2019

OUR REF:

Mr Arun Francis

YOUR REF:

Dear Sir,

## **Apprenticeship Training under Certified Standing Orders**

We refer to your application for Apprenticeship Training in our organization and the interview you had attended on 20th February, 2019.

We are pleased to inform you that you have been selected to undergo Apprenticeship Training as per the Certified Standing Orders of the Company, subject to the following terms and conditions:-

1. The Apprenticeship Training will be for a period of One year only.
2. The consolidated monthly stipend payable to you will be Rs.6500/-. No other allowance will be paid.
3. Leave entitlement will be 1.5 days per month.
4. You will also be eligible for National and Festival Holidays declared by the Company.
5. During the Apprenticeship Training period, your performance will be evaluated based on factors like interest in training, quantity and quality of your work, avoidance of wastage, team spirit, adherence to Company rules, punctuality, leave habits, discipline honesty, commitment, attitude etc.
6. If your performance is not satisfactory, your Apprenticeship Training will be ended even before completion of one year. Even otherwise the Company reserves the right to end the Apprenticeship Training before one year.
7. Your Apprenticeship Training can also be ended due to reasons like lack of orders, shortage of power, change of technology or process, natural calamities or due to any other reason beyond the control of the Company.
8. The Apprenticeship Training will be normally in the factory at Electrogiri near Mulanthuruthy, Ernakulam District, Kerala. But you should be prepared to undergo training at any place suggested by the Company.

An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2004, OHSAS-18001:2007 Company

9. **Experience Certificate will be given only after completion of One year of Apprenticeship Training.**
10. You will have to make your own arrangements for accommodation and transportation to and from the place of Apprenticeship training.
11. You have to undergo training in rotating shifts or flexible timings as required by the Company. Therefore, you should have a residential facility near the place of Training. If you are unable to re-locate your accommodation accordingly, this offer of Apprenticeship Training will be treated as cancelled.
12. You should produce the following documents and certificates at the time of joining for Training.
- (a) Originals and photocopies of certificates proving your age and educational qualifications.
  - (b) Copy of Aadhar card/ Voter's identification card/ Driving Licence as proof of identity and residence.
  - (c) Two copies of your recent color photograph in passport size and one copy in stamp size.
  - (d) Certificate of Medical fitness issued by a Registered Medical Practitioner.
  - (e) Police Clearance Certificate

If you are fully agreeable to the above terms and conditions, please sign and return the duplicate copy as token of your acceptance of our offer and join for training at the factory at Electrogiri, near Mulanthuruthy, Ernakulam District at 8.30 AM on 21st February, 2019.

Yours faithfully,  
For O/E/N INDIA LIMITED,



(BENOY KURIAN)  
ASST. GENERAL MANAGER (HRD)

BK:JM

# O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 3014120

FAX : (0484) 2302287, 2302211

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PER/106

PHONE : (0484) 3053600, 2711321 to 2711328 FAX : (0484) 2711891

21st February, 2019

OUR REF:

YOUR REF:

Mr TIJO T J

Dear Sir,

## **Apprenticeship Training under Certified Standing Orders**

We refer to your application for Apprenticeship Training in our organization and the interview you had attended on 20th February, 2019.

We are pleased to inform you that you have been selected to undergo Apprenticeship Training as per the Certified Standing Orders of the Company, subject to the following terms and conditions:-

1. The Apprenticeship Training will be for a period of One year only.
2. The consolidated monthly stipend payable to you will be Rs.6500/-. No other allowance will be paid.
3. Leave entitlement will be 1.5 days per month.
4. You will also be eligible for National and Festival Holidays declared by the Company.
5. During the Apprenticeship Training period, your performance will be evaluated based on factors like interest in training, quantity and quality of your work, avoidance of wastage, team spirit, adherence to Company rules, punctuality, leave habits, discipline honesty, commitment, attitude etc.
6. If your performance is not satisfactory, your Apprenticeship Training will be ended even before completion of one year. Even otherwise the Company reserves the right to end the Apprenticeship Training before one year.
7. Your Apprenticeship Training can also be ended due to reasons like lack of orders, shortage of power, change of technology or process, natural calamities or due to any other reason beyond the control of the Company.
8. The Apprenticeship Training will be normally in the factory at Electrogiri near Mulanthuruthy, Ernakulam District, Kerala. But you should be prepared to undergo training at any place suggested by the Company.

An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2004, OHSAS-18001:2007 Company



**9. Experience Certificate will be given only after completion of One year of Apprenticeship Training.**

10. You will have to make your own arrangements for accommodation and transportation to and from the place of Apprenticeship training.
11. You have to undergo training in rotating shifts or flexible timings as required by the Company. Therefore, you should have a residential facility near the place of Training. If you are unable to re-locate your accommodation accordingly, this offer of Apprenticeship Training will be treated as cancelled.
12. You should produce the following documents and certificates at the time of joining for Training.
  - (a) Originals and photocopies of certificates proving your age and educational qualifications.
  - (b) Copy of Aadhar card/ Voter's identification card/ Driving Licence as proof of identity and residence.
  - (c) Two copies of your recent color photograph in passport size and one copy in stamp size.
  - (d) Certificate of Medical fitness issued by a Registered Medical Practitioner.
  - (e) Police Clearance Certificate

If you are fully agreeable to the above terms and conditions, please sign and return the duplicate copy as token of your acceptance of our offer and join for training at the factory at Electrogiri, near Mulanthuruthy, Ernakulam District at 8.30 AM on 21st February, 2019.

Yours faithfully,  
For O/E/N INDIA LIMITED,



(BENOY KURIAN)  
ASST. GENERAL MANAGER (HRD)

BK:JM



Bluez Infomatic

## BLUEZ INFOMATIC SOLUTIONS

Muthu plaza, Third Floor,  
Pushpa Theater  
Tirupur-641602  
Tel No: 0421 - 4352121  
[www.bluezinfo.com](http://www.bluezinfo.com)

Date: 27/11/2017

Dear Bibin Babu,

We're pleased to inform you that with reference to your interview conducted, you've been provisionally selected for the employment with Bluez infomatic as **Jr.Associate**.

Date of joining: We expect you to join during the month of **December-2017** otherwise this offer will stand withdrawn automatically. Your appointment is subjected to our organization policies.

Work ethics: You will be required to adhere to good work ethics/practice which would imply regular attendance and punctuality

Training Period: Fifteen to Thirty working days will be your training period and after that your salary will be 7000 to 15000 as based on your performance during the training.

Shift and Timing: You'll be required to work on "**Monday to Saturday, 9.00 AM to 7.00 PM**" initially and the schedule will change in future

Agreement of Interest: You further agree that you shall work minimum period of six months, perform your duties with diligence, commitment and discretion. You'll be required to give notice before a month in case you decide to leave the service.

Welcome to Bluez infomatic. We wish you a long, rewarding and fulfilling career. We take this opportunity to wish you the very best in your career.

Thanking you

AUTHORIZED SIGNATORY

(4) **Leave** : You will be entitled to leave as per the Leave Policy as amended from time to time. During the probationary period you will be entitled to one day casual leave for each completed month of service. If you fail to make your services available for more than 1 (one) day in a month, a proportionate amount will be deducted from your salary.

(5) **Termination for Convenience**: Notice period for separation will be one month during your probation period and three months after confirmation.

(a) The Choice Foundation has the discretion to dispense with your services without any notice and without assigning any reasons thereof. In such case:

(i) The Choice Foundation shall compensate you by paying three months' salary, in the absence of a notice period of 90 (ninety) days, except for cases of gross misconduct or corruption or gross negligence or fundamental breach from your part.

(ii) Clause 5(a)(i) shall be applicable only to employees who have completed their probationary period.

(b) In case you want to terminate the services on your own reasons and served notice of termination, you can leave The Choice Foundation by giving 30(thirty) days' notice period during probation period and 90 (ninety) days' notice period after confirmation or till such time The Choice Foundation finds an alternative person in your capacity, whichever is earlier. The 30(thirty) days' /90 (ninety) days' notice period can be waived, in which case an amount equivalent to one month / three months salary shall be forfeited/recovered from your final settlement amount or else you have to remit the same. Dues or leave in lieu of the notice period will not be paid/ allowed, if you are proved guilty of gross misconduct or gross negligence, or if you have committed a fundamental breach.

(c) Without prejudice to the generality of the above, misconduct shall include:

- Acting against the interest of The Choice Foundation;
- Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
- Not performing your duties to the standards which can be reasonably expected by the Management;
- Causing any loss, financial or otherwise, to The Choice Foundation or jeopardizing its safety or interests;
- Loss of confidence;
- Committing any offence whether pertaining to your employment or otherwise;
- Disclosing the remuneration with the peers/client companies/vendors;
- Theft, fraud or dishonesty in connection with the employer's business or property;
- Abating or instigating or acting in a manner in order to slow down work of your peers and colleagues;
- Willful damage to or loss of the employer's good or property;
- Taking or giving bribes or any illegal gratification;
- Habitual late attendance;
- Habitual breach of any law applicable to the establishment;
- Drunkenness, riotous or disorderly behaviors during working hours at the establishment or any act subversive of discipline;
- Engaging in any trade in The Choice Foundation's premises;
- Rejecting to work extra time in such cases where it can become extremely necessary to continue work. Refusal to accept charge-sheet, order or other communication served in accordance with the rules and regulations;



Minnu Marya Joy  
07/6/19

- Habitual negligence or neglect of work;
- Breach or misuse of any confidential information coming to the knowledge of the employee during his/her tenure in The Choice Foundation;
- Conviction by a criminal court for an offence under the Indian Penal Code;
- Misappropriation of funds, embezzlement, fraud, transfer of patents of The Choice Foundation to other parties without permission, conviction by court against an offence involving moral turpitude, repeated violation of rules of The Choice Foundation and taking to violent means with the other employees of The Choice Foundation. An employee shall be dismissed without any service compensation/benefits if charges are proved correct in enquiry proceeding;
- Willful damage to work in process or to any property of the establishment;
- Any act of sabotage, forgery or theft or conspiracy relating thereto;
- Any unauthorized use of The Choice Foundation's proprietary rights,
- Any unauthorized disclosure of The Choice Foundation's secrets;
- Any defamatory statements/remarks made, published or circulated intentionally or otherwise;
- Indulging in double employment.

(6) **Representation:** You represent that, to the best of your knowledge, you have no commitments to your former employers or other entities that would restrict you from joining The Choice Foundation. You also confirm that your services have not been terminated by your previous employer for misconduct or for other similar cause. You will not directly or indirectly engage in any business or serve, whether as principal, agent, partner, consultant, employee or contractor or in any other capacity either full time or part-time, whatsoever, other than that of The Choice Foundation. By signing this offer for employment and your agreement thereto, you expressly represent and warrant to The Choice Foundation that you have the full right, power and legal capacity to enter and deliver this contract and to perform your duties and other obligations mentioned herein. The acceptance of this offer by signing and returning an enclosed copy of this letter constitutes the legal, valid and binding obligation of yourself enforceable against you in accordance with its terms. Further, you represent and warrant that no approvals or consents of any persons or entities are required by you to execute and deliver this agreement or perform your duties and other obligations herein.

(7) **Confidentiality:** You must not, at any time during your employment or after its termination, divulge to any third party or otherwise make use of any trade secret or confidential information, which comes to your knowledge during your employments relating to the business of The Choice Foundation. You shall use your best endeavors to prevent use or disclosure of such confidential information by third parties.

"The components of your remuneration package are strictly confidential and are not to be disclosed /divulged / discussed with anyone including but not limited to any employee or person associated with The Choice Group and/or any of its associates. Breach of confidentiality can result in instant dismissal or disciplinary proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable)"



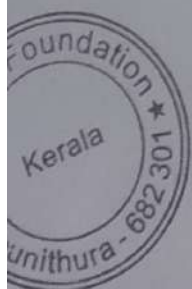
For the avoidance of doubt "Confidential Information" includes, but is not restricted to, all documentary and other information relating to The Choice Foundation either in hard or soft copy including in particular client list, details of finances, intellectual property related information, manufacturing processes, clients or suppliers, staff, managers or directors. It also includes all information in respect of which The Choice Foundation is bound by an obligation of confidentiality to any third part. In the event of your resignation/termination of employment, you will be required to confirm in writing that you have returned all confidential information and property belonging to The Choice Foundation and that you have not retained any copies or circulated any copy to third parties, and that you have no access to the copies. Any breach of confidentiality is viewed very seriously by The Choice Foundation and will result in immediate termination of employment, without any notice, pay or any other dues. Further, you shall be liable for any and all damages, direct or indirect, caused to The Choice Foundation. Such damages would include actual damages and lost profits.

- (8) **Non-Disclosure:** You hereby, undertake, to maintain strict confidentiality of any business information and not to divulge or to make public, during the continuance of your employment, to any person whomsoever, and to use your best endeavours to prevent unauthorized publication or disclosure of any confidential information concerning the business or finance of The Choice Foundation or any of its dealings, transactions or affairs which may come to your knowledge during or in the course of your employment.

You also confirms that you will not at any time whether during or after the termination of your employment, for any reason whatsoever, disclose, divulge, make public, impact or make use of whatsoever for your personal interests or for any other purpose, any information as to the business or affairs of The Choice Foundation to anyone unless with the prior written consent and instructions of The Choice Foundation.

Upon expiry or final termination of your employment contract, you further undertake to hand over to: (i) your successor, if any, nominated by The Choice Foundation; or (ii) to such person as authorised by The Choice Foundation any property or documents of The Choice Foundation which may be in your possession, custody or under your control, including, without limitation, Confidential Information, The Choice Foundation records, mobile phone, laptop, memoranda, correspondence, notes, diaries, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium (electronic, soft or physical) whatsoever, and all other Confidential Information, whether or not the property was originally supplied to your by The Choice Foundation.

- 9) **Indemnity:** If your job requires handling money that belongs to The Choice Foundation, you shall use utmost care and strictly adhere to the procedures of handling the same. In the event of any mishandling of funds/loss of funds or any other property whatsoever that has either been placed in your care you shall be liable to pay the amount of the same. Towards the said dues, The Choice Foundation reserves the right to adjust any money payable to you as well as reserves the right to institute legal proceedings against you including criminal proceedings for cheating, theft, criminal misappropriation of funds, criminal breach of trust and other applicable provisions.
- 0) **IT:** Any computer system provided to you by The Choice Foundation will be used solely for official purposes only. The system, internet connection, email connectivity and connection to the internal database/ server will be used by you for the purpose of whom it has been provided to you and any other official purpose only. Further in relation to internet usage you will not visit, connect/download from any site whose usage is restricted or unauthorized or against law or good



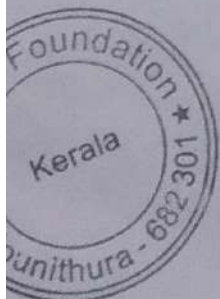
*[Signature]*  
11/6/19.  
Minnu Mariya Joy

ethics. Usage of the same for personal purposes or any other purposes than for official purpose is not permitted. Any employee of The Choice Foundation found using the said system, internet connection and connection to the internal database/ server etc. will be liable to be terminated without any notice and no dues shall be paid including compensation as in Clause 5(a)(i) above.

- (11) **The Choice Foundation's Property:** You must always maintain a good condition and safeguard the property of The Choice Foundation that may be given to you for official use during the course of your employment and will return the same immediately on demand or on relinquishment of your services failing which the cost of the same will be recovered from you by The Choice Foundation by whatsoever legal means it may.
- (12) **Retirement:** You shall retire from The Choice Foundation's services after attaining 58 (fifty-eight) years of age as per the policies of The Choice Foundation as amended from time to time.
- (13) Your monthly emoluments will be as follows:

Total Salary & Employee Deductions per month (Rs/-)	
Salary	: 20,000/- (Consolidated)
Less : ESI	: 350/-
NET SALARY	: 19,650/- Take Home (Subject to tax)

- (14) **Deductions:** All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and any other enactments that may be in force from time to time. The Choice Foundation will also be entitled to deduct from the payment due to you, any dues payable by you to The Choice Foundation.
- (15) **Information:** You will provide The Choice Foundation such complete and accurate information about yourself as may be required from time to time and keep The Choice Foundation informed about any changes in the same. If such information is found to be false, your service may be terminated by The Choice Foundation at any time. Additionally, in the event of a change in your address from the address first written above or any subsequent changes thereto, you shall provide to The Choice Foundation the new address within three (3) days of such change. All notices/communications sent to your last known/ intimated address shall be deemed to have been properly served on, and received by you.
- (16) **Governing law and jurisdiction:** This letter, and the interpretation thereof, and any disagreements or disputes arising under this letter, shall be subject to and governed by laws of India. You agree to submit to the exclusive jurisdiction of the courts at Kochi, Kerala, India.
- (17) **Date of joining:** This letter supersedes any other previous verbal or written agreement and is effective from 27 May, 2019. During the course of your employment with The Choice Foundation and/or The Choice Group (as the case may be), you shall be bound by the policies of The Choice Foundation and/or The Choice Group (as the case may be) as in prevalence and such policies of The Choice Foundation shall override the terms of this letter.



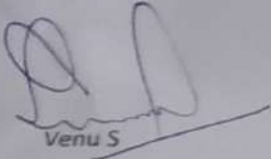
It is expected that you will show complete sincerity, integrity and honesty in all your dealings and would abide by the rules and regulations of the institution.

Please acknowledge and confirm your acceptance of the terms and conditions of your employment by signing and returning the enclosed copy of this letter (in every page).

We welcome you as a member of our team and wish you a long and successful career with us.

Yours faithfully,

For THE CHOICE FOUNDATION



Venu S

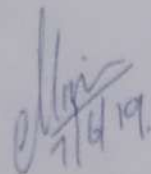
Chief Administrative Officer

I, Minnu Mariya Joy, do hereby solemnly affirm and confirm that I have read, understood and accepted the terms and conditions contained above and that I wish to continue my employment with The Choice Foundation.

Date: 27 May, 2019

Signature : 

Name in own handwriting : Minnu Mariya Joy



27/6/19

# O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 3014120

FAX : (0484) 2302287, 2302211

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PHONE : (0484) 3053600, 2711321 to 2711328 FAX : (0484) 2711891

21st February, 2019

PER/120

OUR REF:

YOUR REF:

Mr ROBINCE P O

Dear Sir,

## **Apprenticeship Training under Certified Standing Orders**

We refer to your application for Apprenticeship Training in our organization and the interview you had attended on 20th February, 2019.

We are pleased to inform you that you have been selected to undergo Apprenticeship Training as per the Certified Standing Orders of the Company, subject to the following terms and conditions:-

1. The Apprenticeship Training will be for a period of One year only.
2. The consolidated monthly stipend payable to you will be Rs.6500/-. No other allowance will be paid.
3. Leave entitlement will be 1.5 days per month.
4. You will also be eligible for National and Festival Holidays declared by the Company.
5. During the Apprenticeship Training period, your performance will be evaluated based on factors like interest in training, quantity and quality of your work, avoidance of wastage, team spirit, adherence to Company rules, punctuality, leave habits, discipline honesty, commitment, attitude etc.
6. If your performance is not satisfactory, your Apprenticeship Training will be ended even before completion of one year. Even otherwise the Company reserves the right to end the Apprenticeship Training before one year.
7. Your Apprenticeship Training can also be ended due to reasons like lack of orders, shortage of power, change of technology or process, natural calamities or due to any other reason beyond the control of the Company.
8. The Apprenticeship Training will be normally in the factory at Electrogiri near Mulanthuruthy, Ernakulam District, Kerala. But you should be prepared to undergo training at any place suggested by the Company.

An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2004, OHSAS-18001:2007 Company



- 9. Experience Certificate will be given only after completion of One year of Apprenticeship Training.**
10. You will have to make your own arrangements for accommodation and transportation to and from the place of Apprenticeship training.
11. You have to undergo training in rotating shifts or flexible timings as required by the Company. Therefore, you should have a residential facility near the place of Training. If you are unable to re-locate your accommodation accordingly, this offer of Apprenticeship Training will be treated as cancelled.
12. You should produce the following documents and certificates at the time of joining for Training.
- (a) Originals and photocopies of certificates proving your age and educational qualifications.
  - (b) Copy of Aadhar card/ Voter's identification card/ Driving Licence as proof of identity and residence.
  - (c) Two copies of your recent color photograph in passport size and one copy in stamp size.
  - (d) Certificate of Medical fitness issued by a Registered Medical Practitioner.
  - (e) Police Clearance Certificate

If you are fully agreeable to the above terms and conditions, please sign and return the duplicate copy as token of your acceptance of our offer and join for training at the factory at Electrogiri, near Mulanthuruthy, Ernakulam District at 8.30 AM on 21st February, 2019.

Yours faithfully,  
For O/E/N INDIA LIMITED,



(BENOY KURIAN)  
ASST. GENERAL MANAGER (HRD)

BK:JM