



Nov14,2018

Subject: Letter of Offer

Dear SHERAAZ FATHIMAA S

We are Pleased to inform you that you have been selected for the position of **Process Associate at Axximum IT Solutions.**

Your salary will be of Rs. 12,000/-per month, [This salary is without any deductions, deductions will be made as per company norms] which is at an annualized rate of Rs. 1, 44,000.00. This salary would be applicable for the first 3 months after that based on your performance you will get increment.

This offer is subject to your providing us with full and correct information in the documents to be provided upon joining as detailed below (As applicable)-

1. Duly filled EmploymentApplication form
2. 2 copies of colored passport size photographs and BloodGroup
3. Copy of PAN Card
4. Copy of Address proof
5. Copy of School Leaving Certificate /Birth Certificate
6. Copies of your educational certificates till date along with mark sheets
7. Copy of your passport (First 4 & Last 4 pages)
8. Relieving letter or duly accepted resignation letter from your previous employer(s)
9. Last 3 months pay slip duly attested by your current employer
10. You would be required to sign a protective agreement upon joining

Axximum

IT Solutions

The terms of your employment are subject to the following pre-conditions (If applicable) –

1. You obtain a clear discharge from your current employer
2. You provide 2 satisfactory references, one being from your current employer
3. The offer of employment would be termed null and void if there is any misrepresentation of facts noted on the employment verification form
4. In the event of you leaving the organization within one year of your joining date, the Special Allowance & Joining Bonus will have to be paid back to the company (In case of termination, only special allowance will be waived off).

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer

You will be on probation for 3 months from the date of your joining **Axximum IT Solutions**. During probation the notice period will be one month and on confirmation it will be three months. In case of any absence during working days it will fall under loss of pay.

Please return the acceptance copy (attached) duly signed as an acknowledgement of your acceptance of this offer of employment along with the **authorization form** within next two working days. Do mention your date of joining, which should not be later than **Dec 03,2018**.

We take this opportunity to welcome you into the **Axximum IT Solutions** and look forward to a long and fruitful association with you.

Yours Sincerely,



Ahmed Sajeeth
(HR Manager)

Accepted by:

SHERAAZ FATHIMAA S

Date:

Date: 09th Feb2018

Ref No. 2018IND35892

Ms. Nissy Mathew
No:1/349 Bharath nagar,
Poolangudi,Trichy-620025,
Tamilnadu,India.

Dear Nissy Mathew,

We welcome you to join a progressive and winning team with a passion for technology and excellence. We are dedicated to providing opportunities, career advancement and development to our people and we are sure you will find your career with us a challenging, learning and rewarding experience.

We are pleased to confirm our offer of employment to you as **Engineer Trainee - Technical Support** in our Organization under the following terms and conditions.

TERMS AND CONDITIONS :

1. Your Annual Guaranteed Compensation will be **Rs.125724** (Rupees One Lakh Twenty Five Thousand Seven Hundred Twenty Four Only) and you are also entitled for a Allowance Compensation of Rs. **63600** (Rupees Sixty Three Thousand Six Hundred Only) .The details of the above said components are enclosed in Annexure 1.
2. You are currently positioned as Grade **JL1B** in the organization which entitles you to specific benefits. The details are enclosed in Annexure 1.
3. **Medical Insurance :** In accordance with the Company's policy, you and your family (spouse & 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
4. **Location :** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
5. **Annual Leave :** You will be entitled to twenty-four working days of leave per annum subject to prior approval by the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard.
6. **E-mail ID & Contact Details :** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.



CSS Corp Private Limited
(formerly known as Glow Networks Private Limited)
CIN: U72900TN2000PTC115034

Regd Address: No-32 A&B, 6th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai – 600058, Tamil Nadu, India
Tel: 91 44 6632 2000; www.csscorp.com

25th Feb 19

To

Mr. SUBODH PRASAD
Department of EEE,
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulation!!!

With reference to the campus placement drive held at you college. We are pleased to provide you with our provisional offer as **Trainee Desktop Support Engineer**

CMS IT Service is a leading IT & Outsourced business services provider with extensive reach across India. We offer a wide bouquet of service across the value chain, focusing on Rental Banks, Insurance, Telecom, Retail;, PSU and Government segments. We serve over large customers in India.

With several customers who are market leaders in their own space, the relationship has spanned across decades and multiple business lines. These customers are supported by 21,000+ team members, spread across 100 offices across India.

25th Feb 19

Mr. PRAGADEESH
Department of EEE,
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulation!!!

With reference to the campus placement drive held at you college. We are pleased to provide you with our provisional offer as **Trainee Desktop Support Engineer**

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25th Feb 19

Mr. GOVINDARAJ.A
Department of EEE,
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulation!!!

With reference to the campus placement drive held at you college. We are pleased to provide you with our provisional offer as **Trainee Desktop Support Engineer**

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25th Feb 19

Mr. BHUVANESHWARAN.J
Department of EEE,
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulation!!!

With reference to the campus placement drive held at you college. We are pleased to provide you with our provisional offer as **Trainee Desktop Support Engineer**

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25th Feb 19

Mr. ANANDAN P
Department of EEE,
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulation!!!

With reference to the campus placement drive held at you college. We are pleased to provide you with our provisional offer as **Trainee Desktop Support Engineer**

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With several customers who are market leaders in their own space, the relationship has spanned across decades and multiple business lines. These customers are supported by 21,000+ team members, spread across 100 offices across India.

R: **Rane TRW Steering Systems Pvt. Ltd.**

Rane TRW
Expanding Horizons

Plant II - Pump Division
G.S.T. Road (NH 45), Valluvar
Guduvanchery - 603 202, INDIA
Telephone : 91-44-47407311/200
Website : www.rane.co.in
CIN : U35999TN1987PTC014000

02.02.2019

BOAT/CR/D/18/

To: *Vijay-S*
Department of Mechanical
Engg.

Sub: Offer letter for Trainee - Reg.

You have been offered for doing Apprenticeship in our Company.

The Period of Training shall be for the period of One Year from the date of joining.

You are advised to report to us in the above address on or before 10.05.2019 along with your relevant educational documents.

Your training will start from the date of your joining and will automatically come to an end after one year.

The stipend for the period Rs.11000/- will be paid. However it is subject to increase and would be intimated at the time of joining the Training.

The chief purpose of taking you as a trainee is to impart you knowledge of several specialized activities so as to be used to you in the future.

If you fail to report within the stipulated time as mentioned above, this provisional offer letter for Training will automatically stands cancelled.

Yours faithfully,
for Rane TRW Steering Systems (P) Ltd.,

Y. Thiyagarajan
Y. Thiyagarajan
Manager - HR



Regd. Office "Maithri" 132, Cathedral Road, Chennai - 600 086, India. Tel: 91-44-2811 2472 Fax: 91-44-2811 2449
Head Office: 45, T.T.K. Road, Alwarpet, Chennai - 600 018, India
Tel: 91-44-2498 6255 / 2498 6299 Fax: 91-44-2499 4409

Rane TRW Steering Systems Pvt. Ltd.



Plant II - Pump Division
G.S.T. Road (NH 45), Villupuram
Guduvanchery - 603 202, INDIA
Telephone 91-44-47407311/2000
Website : www.rane.co.in
CIN : U35999TN1987PTC014000

BOAT/CR/D/18/

02.02.2019

To: Vignesh. R
- Department of Mechanical Engg

Sub: Offer letter for Trainee - Reg.

You have been offered for doing Apprenticeship in our Company.

The Period of Training shall be for the period of One Year from the date of joining.

You are advised to report to us in the above address on or before 10.05.2019 along with your relevant educational documents.

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Yours faithfully,
for Rane TRW Steering Systems (P) Ltd.,


Y. Thyagarajan
Manager - HR



Regd. Office "Maithri" 132, Cathedral Road, Chennai - 600 086, India. Tel. 91-44-2811 2472 Fax: 91-44-2811 2449
Head Office: 45, T.T.K. Road, Alwarpet, Chennai - 600 018, India
Tel. 91-44-2498 6255 / 2498 6299 Fax: 91-44-2499 4409

Thyrocare®

Think Thyroid. Think Thyrocare.

APPOINTMENT LETTER

To

B. PRASANNA
S/o. K. Balasubramaniyan
No.6, Rainbow Colony
Muthialpet (west)
Pondicherry - 605003

Greetings Mr. B. PRASANNA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

Appointment: Your appointment as Lab Supervisor began on 19.07.2019, and you will be on probation for six (6) months following your appointment.

Remuneration: Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



Thyrocare Technologies Limited

Thyrocare®

Think Thyroid. Think Thyrocare.

APPOINTMENT LETTER

To

J. JANAGIRAMAN
S/o. S. Jagan
No.24/5, Mainckam Colony
Mayil Palayam Street,
Pattukkottai - 614601

Greetings Mr. J. JANAGIRAMAN,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

Appointment: Your appointment as Lab Supervisor began on 05.08.2019, and you will be on probation for six (6) months following your appointment.

Remuneration: Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



Thyrocare Technologies Limited

25 June, 2019



Indian Healthcare BPO

OFFER LETTER

To,

NAME : BHUVANESWARI.G
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 9952198453

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

Training starting date: After college exam.

Training Location: Chennai, Salem

Work Location: Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to careers@indianhealthcarebpo.com :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. R.



Thyrocare®

The Trust. The Truth.

APPOINTMENT LETTER

To

M. SAKTHI
S/o. A. Mathan Kumar
No.18, Therku Kadu
Near Matha Kovil
Muthupet - 614704

Greetings Mr. M. SAKTHI,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

Appointment: Your appointment as Lab Supervisor began on 20.08.2019, and you will be on probation for six (6) months following your appointment.

Remuneration: Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



Thyrocare Technologies Limited

25 June, 2019



Indian Healthcare BPO

OFFER LETTER

To,

NAME : K. ESWARI
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 9944262723

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

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1. Resume with Photograph
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3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. R.



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The Trust. The Truth.

APPOINTMENT LETTER

To

SANGEETHA . R
D/o. R. Rajkumar
No. 12, EB Colony,
N.K. Road,
Thanjavurv - 613006

Greetings Ms. R. SANGEETHA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

Appointment: Your appointment as Lab Supervisor began on 05.08.2019, and you will be on probation for six (6) months following your appointment.

Remuneration: Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



Thyrocare Technologies Limited

25 June, 2019



Indian Healthcare BPO

OFFER LETTER

To,

NAME : V. SHALINI
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 7294562571

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

Training starting date: After college exam.

Training Location: Chennai, Salem

Work Location: Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to careers@indianhealthcarebpo.com :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. R.





Apex Coco and Solar Energy Limited

70/1, Devanalkur, Chellampalayam Post, Dharapuram, Tirupur - 638672

15.05.2019

LETTER OF APPOINTMENT

APEX/HR/AL/2019/032

Mr. MANIKANDAN S
38/56, PERIYATHAKKAL STREET,
AYYAMPETTAL
PAPANASAM TALUKA,
THANJAVUR, TAMIL NADU - 614201

Dear Mr. MANIKANDAN S,

Appointment for the post of – "Junior Executive - QA"

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in our organization under the following terms & conditions.

1.0 Designation

You will be Designated as Junior Executive - QA

2.0 Reporting

You would be reporting to the Head of the Department or to whosoever the Company deems fit to be your supervisor.

3.0 Date of Commencement of Duties and Probation

Your date of commencement of duties with the company is effective from 15.05.2019. Initially you will be placed on a probation period of Six (6) months from the date of commencement of duties. Extendable with the mutual agreement of both parties. During the period or extended period of probation this offer is terminable without any notice and any reason.

4.0 Place of posting

You will be posted at Apex Coco and Solar Energy Limited, 70/1, Devanalkur, Chellampalayam post, Dharapuram, Tirupur District, Tamilnadu, India - 638672. You may however be required to work at any

Page 1

GSTIN No: 33AALCA1409P1ZK PAN: AALCA1409P IE CODE: 3212022078 CIN No: U01133TZ2012PLC018959
PHONE: +91 93841 60222 EMAIL: hello@apexcoconuts.com

AKR Industries Pvt Ltd

100% Export Oriented Unit



Name : SARANYA

Emp.No : 1784

Department : CIRCULAR KNITTING PLA

Designation : DATA ENTRY OPERATOR

S.F.No.156/6,Mettupudur
Village,Vijayamangalam,Perundurai,Er



AB ACADEMY®

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(for schools, colleges & corporates)

Ph : 0422-6555337

E-mail : hr@abacademy.net

Web : www.abacademy.net

Mobile : 98940 75143

98425 29024

Ref :

Date :

Dear Mr/Ms/Mrs. PRIYADHARSHINI. R s/d/w/o Mr. _____ Dept R.Sc Elec

We have pleasure to appoint you as a 'Faculty' in **grade I** with effective from June 2019. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a **Faculty (Soft-skill trainer)** for the Basic gross salary of Rs. 9000/- + Free accommodation*(if ready to work in outstations). After the probationary period, the salary will be revised based on the performance(At the time of appraisal).

You will be initially undergoing a training session before placement. If the performance is good during training period, possibilities are there for getting hikes in salary and designation may be promoted as a **Faculty coordinator** or **Junior Team leader**. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the company

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us.

NOTE: Once the exams get over, do report to our nearest branch to know the training details.

Place: **Coimbatore**

Date:

Yours faithfully

For A B Academy

Authorized signatory [H.R]

Signature of the candidate

Corporate Off : 1598, Sundaram Buildings, Hope College, Avinashi Road, Peelamedu, Coimbatore - 641 004.



30th January 2018.

Mr. Hari Krishna, K
No. 29, Karaji Nagar,
2nd Shanti Colony Extn,
Tiruppur-641604.

Dear Mr. Hari Krishna,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of **Rs.18000/-** per month (Rupees Eighteen Thousand only) with statutory deductions.

BASIC	8000
DA	1250
HRA	1250
CCA	1500
OTHER ALLOWANCE	9000
MONTHLY GROSS SALARY	18000

The Company reserves the right to post your services to any of the locations in Kerala & Tamilnadu where we are promoting our products, based on our requirement.

The preliminary training for a period of 45 days shall consist of following systems:

- Initial Class Room Trainings (ICRT)
- Field Training at a specific location
- Evaluation of Performance

You are expected to show adequate drive and initiative to learn the various aspects of Sales of Medical Electronics Equipments & Reagents dealt by our Company. The preliminary training will have an evaluation process which the trainee should necessarily required to clear successfully.

This arrangement is terminable in case of misconduct of any firm and unsatisfactory performance during the course of training without any notice.

You are hereby directed to report for duty immediately after completion of your first exam.

You are requested to report at CPC Diagnostics Pvt Ltd (Natchika Institute) #240318, 3rd Floor, Raj Complex, Near Khadi Gramodyog Bhavan, Avvai Shanmugam Salai, Gopalapuram, Chennai - 600056.

While you take field responsibilities, you will be paid daily allowances for Head Quarter - Rs.150/-, Out Station - Rs.450/-, Metro-Out station - Rs.300/- Mobile & Internet will be provided by the company.

Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For CPC DIAGNOSTICS PVT. LTD.,

MALINI KAILASNATH
DIRECTOR - HR



02 September 2021

TO WHOMSOEVER IT MAY CONCERN

Experience Certificate

Name : Bhuvaneshwari chandrasekar
Employee ID : 148861
Designation : Network Operations Associate
Date of Joining : 17 January 2020
Date of Relieving : 26 July 2021

We wish you all the very best for all your future endeavors.

Yours sincerely,
For US Technology International Pvt. Ltd.

A handwritten signature in black ink, appearing to read 'Jiju', is written over a circular scribble.

Jiju Sethu Madhavan
Group Manager - HR



01-FEB-2023

Letter Of Appointment

To,
Mr. Prince Jai Ignatius X
TCS - Chennai

Dear Mr. Prince Jai Ignatius,

This has reference to our Offer of Employment in TATA Consultancy Services Limited vide TCSL/EP2022CN1631121/- Chennai/1994274 dated 21-Nov-2022 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Employment accepted by you, we are happy to appoint you as Systems Engineer in Grade C1 with effect from 01-FEB-2023.

Your Associate number is 2556446.

I take this opportunity to extend you a warm welcome to the TCSL Family!

Yours sincerely,
For TATA Consultancy Services Limited

GIRISH V NANDIMATH
Global Head – Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House, Raveline Street, Fort, Mumbai 400 001, Maharashtra, India

Tel: 91 22 6778 9999; Fax: 91 22 6778 9000; website: www.tcs.com

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



LCS/rch/India: VSR
Page 1 of 6

AECOM India Global Services Private Ltd. +91 124 4898500/600 Tel
2nd floor, Tower A, SP Infocity, Industrial
Plot No 243, Udyog Vihar Phase 1,
Dundahera, Gurgaon-122016
www.aecom.com
CIN : U74999HR2020PTC089820

PRIVATE & CONFIDENTIAL

Date: 21st Jan 2022

**VENKATA SUDHAKAR
H.NO: 32 SRI LAKSHMI NARASIMHA
BUILDING, 3RD MAIN, MADIWALA
NEW EXTENSION, BENGALURU - 560068.**

Dear Venkata Sudhakar,

APPOINTMENT LETTER AS RPA SUPPORT SPECIALIST AT AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

We are pleased to offer you an appointment as **RPA SUPPORT SPECIALIST** at career level **11** to **AECOM INDIA GLOBAL SERVICES PRIVATE LTD.** on the following terms and conditions.

You shall perform your duties as an **RPA Support Specialist** at our **Bangalore** office.

However, the Company may at its sole discretion, transfer or assign you to work in any unit or department within the Company group or the Clients' offices in India or abroad in the future depending on the exigencies of work, with or without any change in the terms and conditions of the appointment.

1. Commencement Date Your appointment will commence on **7th February 2022.**

2. Salary Your gross annual compensation package will be as stated in Annexure A by the break-up amounts stated therein. Taxes and statutory deductions if any will be borne by the employee.

In all other matters concerning the allowances and benefits, you will be governed by such policies and rules as may generally apply to other staff or as specifically intimated to you, and as modified and amended from time to time. Please note the Management reserves the sole right to modify the allowances/benefits applicable in a category depending on relative merits/demerits of any individual, determined on a case-to-case basis.

3. Probation Period The initial **six months** of your employment shall be a probationary period during which either party may terminate this employment contract by giving **one month** in writing or a **month's** salary instead of notice. Your performance and suitability for continued employment will be reviewed at the end of the probation.

4. Working Hours Normal office hours are from 9.00 am to 5.30 pm. Mondays to Fridays with a ½ hour break for lunch (12.30 pm to 01.00 pm). You shall also be required to work in the shifts to ensure business continuity.



5. Overtime Due to the nature of the work involved, you may also be required to work such additional hours (outside your normal working hours) as necessary for the proper fulfillment of your duties.

6. Leave You will be entitled to the leaves as per the Company Leave policy.

7. Holidays You are entitled to public holidays in India. The list of public holidays will be published by the company every year. You hereby agree that if exigencies of work are required, you will work on any holidays. Please refer to our HR Department for details.

8. Medical Out-patient Benefit The Company will reimburse, upon presentation of the requisite receipts, the costs of medical out-patient treatment up to 8% of monthly basic salary per annum.
All pre-existing illnesses before employment with the Company, (cost of medical treatment and prescriptions) will not be covered

9. Insurance You are entitled to participate in the Company's Insurance and Hospitalization Plan, subject to the rules of such insurance details of which are available from the Company Policy.
You will be provided such benefits based on the actual necessary and reasonable expenses incurred but such sum shall not exceed the maximum limit set out in the relevant insurance policy.

10. Employer Provident Fund If you are eligible, you shall be entitled to receive Employer Provident Fund contributions by the regulations of the Employer Provident Fund Board.

11. Income Tax & Business Travel Employees are fully liable for the payment of income tax payable in respect of all sourced emoluments in all jurisdictions.

AECOM has a policy of 100% compliance with individual tax, corporate tax, and work authorization. If during employment, you believe you may trigger foreign individual income tax liability due to your work activities, you are advised to raise the issue immediately to your manager, Human Resources, and your Finance representatives.
In the absence of any prior written agreement to the contrary, you shall be personally responsible to track your travel and settle any foreign individual tax that you may trigger.

12. Retirement You will automatically retire from the service of the company on attaining the age of superannuation i.e. 60 years unless the management gives an extension in writing.



13. Termination of Engagement After Confirmation
- We may at any time terminate your engagement by giving you **months' notice** in writing or by paying you **two months** compensation package instead of notice and, except as otherwise expressly provided, you will have no further claim on us.
- You may terminate your service during your engagement by giving us **months' notice** in writing or by paying us **two months** compensation package instead of notice.
- However, in the event of your resignation, you can be relieved at the sole discretion of the company without payment of any balance notice period.
- However, the Company will not be required to give any notice or compensation package in lieu thereof, if the termination is due to an act of indiscipline, furnishing of incorrect particulars/information during the appointment, etc.
- Treatment of any outstanding leave entitlement within the notice period is at the discretion of the Company. We may instruct you to take leave on specific days within the notice period or pay for your outstanding leave entitlement.
- If we terminate your engagement for the reason of indiscipline and/or misconduct, you will forfeit all accrued and untaken leave.
14. Conformity
- You will conform to the Company's laid down expected standards of discipline, policies, rules, etc. As amended and modified from time to time or understood by convention as company norms. Any breach of such discipline, a commission of misconduct will render your appointment liable for termination with immediate effect, without any obligation on the Part of the Management/Company.
15. Policy and Procedures
- You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.
16. Confidentiality Undertaking
- You are required to observe and comply with the confidentiality undertakings as more particularly set out in the attached Confidentiality Undertakings. Please sign and return a copy of the attached Confidentiality Undertakings to acknowledge your acceptance and understanding of the same when you sign back a copy of your employment letter.



LCS/rch/India: VSR
Page 4 of 6

Prior to commencing employment, you are requested to review the AECOM Code of Conduct and confirm your acknowledgment of receipt by completing and returning the enclosed Receipt and Acknowledgement Form. You agree and confirm that you will comply with all AECOM policies and procedures including, expressly, AECOM's Code of Conduct.

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

We would be pleased to have your confirmation in writing that you agree and accept this offer on these terms and conditions. Please sign and date the attached copy and return it to our Human Resources Department immediately.

Yours sincerely,

AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

Sameer Mathur
Senior Director, Human Resources
(sameer.mathur1@aecom.com)

ACKNOWLEDGEMENT

I _____ S/O _____ fully understand
and accept the appointment on the terms and conditions set out above.

Name and Signature: _____

Date: _____



LCS/rch/India: VSR
Page 5 of 6

Annexure A	
Salary Break-Up Sheet	
Venkata Sudhakar	
RPA Support Specialist	
Particulars	Per Annum (INR)
Basic Salary	394,250
House Rent Allowance	197,125
Flexible Allowance as per company policy	266,474
Internet Allowance	12,000
Gross Salary	869,849
Employer Provident Fund	47,310
Bonus - Monthly Payable	32,841
Total CTC	950,000
Taxes: Taxes and statutory deductions, if any will have to be borne by the employee	

Yours sincerely,

AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

Sameer Mathur
Senior Director, Human Resources
(sameer.mathur1@aecom.com)

ACKNOWLEDGEMENT

I _____ S/O _____ fully understand
and accept the appointment on the terms and conditions set out above.

Name and Signature: _____

Date: _____



LCS/rch/India: VSR
Page 6 of 6

AECOM India Global Services Private Ltd. +91 124 4898500/600 Tel
2nd floor, Tower A, SP Infocity, Industrial
Plot No 243, Udyog Vihar Phase 1,
Dundahera, Gurgaon-122016
www.aecom.com
CIN : U74999HR2020PTC089820

Confidentiality Undertakings

I understand that in the course of performing my duties related to my employment position, I may be given access to the company's confidential information, including but not limited to the company's financial information, business plans, analyses, reports, bids, and proposals, tendering documents, technical innovations, design, inventions, client lists, and other sensitive, privileged information and intellectual property of the company.

Similarly, there may be sensitive and privileged information of our clients to which I may be given access.

With regard to the sensitive and privileged information mentioned above, I undertake that I shall only use the information to perform my duty in the company and shall keep the information confidential. I shall not divulge the information to any person and/or any party without the company's prior written authorization. I shall exercise care to ensure the information will not be misused. In this regard, I shall not copy, download, forward, and/or print any such information use, of the company other than to discharge my duties in the company.

I shall observe and comply with the above undertakings during and after the termination of my employment with the company. If I have violated my undertaking as stipulated above, I understand I will be subject to disciplinary actions, including summary dismissal, by the company and I may be liable to the legal proceedings and consequences which may be brought against me.

For the avoidance of doubt, the reference of "Company" contained herein shall include your direct employer or any one of the following entities: (i) a company or entity that is directly or indirectly owned and/or controlled by your direct employer; (ii) a company or entity which directly or indirectly owns and/or controls your direct employer or (iii) a company or entity which is an affiliate of your direct employer being owned or controlled by the same company as mentioned in (ii).

Signed by: _____

Name:

Position:

NRIC/Passport/FIN No.

Date:

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noida 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

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Date: May 2, 2019

Private and Confidential

ABINAYA S

**37, BHARATHI NAGR, ALAGAPPAPURAM
KARAIKUDI,
Karaikudi,
Tamil Nadu,
India - 630003**

Dear ABINAYA,

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCL" or "Company")** as **ANALYST**. You are required to report on May 15, 2019 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 383400 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id YUGAPRIYA.S@HCL.COM , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the**

Signature of the employee

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client and genuiness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function.**
- Please note that if you **chose to resign** from services of **HCL Technologies – Digital Business Operations within six(6) months from your date of joining, a sum of up to Rs. 50,000/- will be recovered towards training expenses.**
- Your services during or after the period of probation shall be liable to be terminated giving 90 days' notice or 90 days basic salary in lieu thereof without assigning any reason thereof. Likewise, you will also be competent to terminate your contract of employment by giving 90 days' notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.

Signature of the employee

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- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with HCL TECHNOLOGIES -Digital Business Operations, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the HCL TECHNOLOGIES - Digital Business Operations employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits and subject to company's policy.
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on

Signature of the employee

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the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - cum - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at Chennai, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have

Signature of the employee

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left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
 - School leaving certificate / birth certificate
 - Educational qualification certificate (from 10th std onwards) along with mark sheets
 - Passport (The first 4 and the last 4 pages)
 - Relieving letter or duly accepted resignation letter from your present and previous employers
 - Salary certificate from your present and previous employers

Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

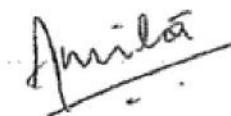
Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For HCL TECH LTD BPO SERVICES



Amrita Das

Senior Vice President

Head-Global Rewards

Signature of the employee

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DECLARATION

I, ABINAYA S, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
 - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, HCL Technologies Ltd. – Digital Process Operations has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	

Signature of the employee

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1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.

Signature of the employee

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- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Signature of the employee

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Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies HCL Technologies Ltd. – Digital Process Operations is governed by policies* which are listed in corporate intranet.

Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

House Rent Allowance (HRA)

The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Food Wallet: Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Advance Statutory Bonus

Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance

Attendance Allowance is payable max. up to INR.1000/- per month.

Compensatory Allowance

Signature of the employee

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Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Medical Insurance

Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:**
Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

Signature of the employee

HCL

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noida 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

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www.hcl.com

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

Signature of the employee

HCL



OFFER LETTER

Dear S.VINODHINI,

We are delighted to officially appoint you to the position of **Web Developer** at **Gridlabs Solutions**. We were highly impressed with your qualifications and interview performance, and we believe you will excel in this role.

Appointment Details:

Job Title	Web Developer
Reporting to	HR Manager
Campus Interview Date	11.02.2019
Compensation	13,000/-

Please report to the **Gridlabs Solutions** on [Start Date]. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager



01 March 2019

PERSONAL AND CONFIDENTIAL

Dear Mr. Aakash Tristan,

We have pleasure in offering you fixed-term Internship with BMW India Private Limited (the "Company") with effect from **04th March 2019**

This letter includes the main conditions of internship detailed below.

The Company reserves the right to end your internship for gross misconduct or repudiation or declaration of wrong facts with immediate effect.

Name: Mr. Aakash Tristan

Father Name: Mr. Stalin P

Date of Birth: 16th October 1997

Section/Location: TV - 439

Reporting to: Mr. Paul Struetzky

Effective Date of Appointment: 04th March 2019

Period: 04th March 2019 – 03rd June 2019

Basic Hours and Hours of Work: (As per operating hours of the company).

Stipend: INR 10,000 per month

Working Arrangements: Your normal start & finish time will be in line with the operational requirements of the Company. You will be entitled to 2 days of leave during the above period.

Confidentiality: You must not disclose to any unauthorised person or otherwise reveal any confidential information or documents, which, relate to BMW Group's business or its trading specialities. You may be proceeded against at law for any misuse or unauthorised disclosure of any information, both during and after internship with the Company. You should complete the enclosed Declaration of Confidentiality and return it with your acceptance of this offer.

Conflicts of Interest: We are enclosing a copy of the BMW India Policy on Conflicts of Interest, together with a declaration, which we would ask you to complete and return to us with your acceptance of this offer.

Company
BMW India
Private Limited

A BMW Group Company

Postal address
Plant Chennai
No.36, 1st Cross Road
1st Main Road
Off 2nd Avenue
Mahindra World City
Natham Sub Post
Chengalpattu 603 002
Kancheepuram District
Tamil Nadu, India

Telephone
+91 44 47444 200

Fax
+91 44 47444 201

Email
corporatesaffairs@bmw.in
Internet
www.bmw.in

Corporate Identity Number
J35991HR1997PTC037496

Registered office
DLF Cyber City, Phase II
Building No. 8
Tower B, 7th Floor
Gurgaon 122002
Haryana, India

Bank details
Deutsche Bank India
1517341-000
FSC-Code
DEUT0796DEL



Intellectual Property Rights:

You assign to the Company, or its designee, all your right, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time you are in the internship of the Company. You further acknowledge that all original works of authorship which are made by you (solely or jointly with others) within the scope of and during the period of your internship with the Company and which are protectable by copyright are "works made for hire," as that term is defined in the Indian Copyright Act, 1957.

Your internship completion date is **03rd June 2019**. The said date is estimated completion date of assignment, and renewal or alteration of this period will only be considered if the assignment is incomplete. Any renewal or extension will not be construed as an appointment for an indefinite period or as an indication of the prospect of further renewal or extension. Your internship shall hold valid with BMW India Pvt. Ltd. subject to submission of all your project related topics and full clearance with the company.

Kindly sign and return the enclosed copy of this letter indicating your acceptance to BMW India Private Ltd.

Please do not hesitate to contact us should you require any further information.

Yours sincerely
BMW India Private Limited

A handwritten signature in black ink, appearing to read 'Indraneel Saha', written over a horizontal line.

Indraneel Saha
Senior General Manger - Human Resources & Facilities

I accept this appointment on the terms and conditions stated hereinabove and in the documents annexed hereto.

Signature:

Date:

A handwritten signature in black ink, appearing to read 'P. Anil', written over a horizontal line.
1/3/2019



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APPOINTMENT LETTER

DATE: 15-02-2023

To

THIJASURYA V N

25449

2/11,SANGUTHEERTHEM EAST STREET,MANNARGUDI,THIRUVARUR

Dear Mr/Ms THIJASURYA V N,

With reference to your application and the interview you had with us, we hereby offer you an appointment as "OPPO Experience Consultant" in our Company with effect from **10/01/2023** on the following terms and conditions.

1. REMUNERATION:

- a) You will be entitled for salary (**Gross**) of a sum of **Rs. 10400/- (Rupees Ten Thousand Four Hundred)** per month which includes statutory deductions in it and your KPI/Incentive is fixed by the Company after your Probation completion.
- b) You will be entitled to leave and other fringe benefits as per the policies of our company.
- c) You will be required to join/continue be a member of the Employee Provident Fund and Employee State Insurance Fund (If applicable), be bound by its rules and entitled to its benefits.
- d) Income Tax will be applicable as per the Income Tax act 1961 and notifications thereon by the Government of India.

2. PROBATION:

You will be required to serve a probation period of Three (3) months with effect from the date of joining your duty and the company may extend the probation tenure based on your performance during the probation. During this period, your pay will be termed as stipend for the purpose of this agreement. This period may be extended or shortened at the sole discretion of the Management. During the period of probation, your appointment to this position is liable for termination by the Company with ONE (1) day notice. Similarly, you can resign from the Company with one months' notice OR ONE months 'pay in lieu thereof failing which the Company is entitled to recover the same through Court of Law with interest at your cost. Satisfactory completion of probation shall depend on your attitude, conduct and assessment made by the Company on your performance at work and will include the targets and norms set for your job by your superiors and the Management. After satisfactory completion of probation, you will be informed in writing.

3. WEEKLY OFF AND HOLIDAYS:

You are entitled for one full day rest / off in a week. You are eligible for Other Holidays as per the company holidays list.

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4. TRANSFER

(a) Your present place of work will be **“Thanjavur”** . However, during the course of your employment with the Company, you shall be liable to be posted / transferred to any of the offices / projects / departments / divisions / units of the Company or its Associate companies, existing or to be set up at any location in India or abroad at the sole discretion of the Management.

(b) As per the exigencies of work and keeping in mind your suitability, you shall be liable to be transferred, at the sole discretion of the Management, from one work, department, section, job to any other work, department, section or job in which case your designation, if required, may also be suitably changed.

5. TRAINING:

You will have an extensive induction program and have training programs at regular intervals to educate, equip and apprise you of all facets of the business, which inter alia is aimed at your development and growth along with that of the company. Since the training imparted are highly specialized and extremely critical to the business and as we would have invested our monetary and other resources in this effort to train you and as you will be commencing from the induction program on an on-going basis will be privy to a lot of confidential, proprietary and commercially sensitive information, you will be strictly bound by the following on acceptance of the terms set out herein.

6. BACKGROUND CHECKS:

The Company may at its discretion conduct background checks anytime and if the company is not satisfied with the outcome of the background checks. The company reserves the right to withdraw this offer and can terminate your employment without notice. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. Prior to or during your appointment with the Company you may be required to undergo a medical examination by a Medical Officer or by a Doctor specified by the Company. In case if you are found medically unfit to continue with the job at any time, you will lose the lien on your job.

In case any particulars furnished by you are found false or unsatisfactory at any stage during your employment, your services shall be liable for termination without any notice or any compensation in lieu thereof.

7. DUTIES AND RESPONSIBILITIES :

a) In case of any change in your address during the course of employment, it will be your duty to intimate the management in writing immediately. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

b) You will be retired from service upon reaching superannuation age 58 or earlier in case you are found physically/mentally unfit to work any longer or for continued ill health as certified by a medical practitioner designated by the Company.

c) The Company expects you to work with a high standard of efficiency, initiative and economy. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the Management of the Company and by those in authority over you.

d) You shall carry out your duties faithfully, diligently and not divulge any confidential information about this Company or Group.



e) You will not undertake any direct / indirect business or work, honorary or remunerator, other than being a shareholder or debenture-holder in a Company, except with the express written permission of the Management in each case. Contravention of these will lead to the termination of your services without any notice or any compensation in lieu of such notice. You will not be an employee in any other company directly or indirectly during the employment tenure.

f) You shall neither divulge nor give out to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars of our business practices, processes, technical know-how, security arrangements, administrative and / or organizational matters of a confidential nature which you may be privileged to know by virtue of your position in employment with this Company. You shall keep confidential all the information and material provided to you by the Company, its Associate companies or by its clients concerning their affairs.

g) You will 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 this Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

h) You will not (except in the normal course of the Company' s business) publish any article or statement or deliver any lecture or broadcast or make any communication to the media regarding the Companies services or any other matter which directly concerns the Company unless you have the prior sanction of the Management.

i) You will be responsible for the safekeeping and return in good condition and order of all the property of the Company, which may be in your use, possession, custody, care or charge. For the loss or damage to any property of the Company in your possession, the Company will have the right to assess on its own basis and recover the cost of all such loss / damage from you and to take such other action as it deems fit in the event of your failure to satisfactorily explain or account for loss or damage to such material or property.

j) You undertake that you shall not receive any gratifications like fees, commissions, gifts, kickbacks, gift vouchers or other considerations or benefits from Vendors, Suppliers, Distributors, Dealers, Colleagues, Consultants and Customers of the Company or any other person in relation with the Company during the term of your employment. If you breach or violate this clause, the Company at its discretion, terminate this contract of employment without any notice and you shall indemnify the Company such loss arising out of breach of this clause.

8. TERMINATION OF SERVICE AFTER PROBATION PERIOD:

(a) You are allowed to terminate this contract of employment if you wish so by giving a notice in writing of at least 3 months, in advance of your date of planned exit or in alternative you shall pay 3 months' salary in lieu of the same. Similarly in case if you abscond/leave employment without notice, the Company shall have the right to deduct/recover 3 months gross salary and the damages caused to the company if any from the salary payable to you as on date when you leave employment without notice with interest at your cost. However, the Company is allowed to terminate this contract of employment without assigning any reasons by giving one month's notice in writing or one month's pay in lieu thereof permitting you to find another job.

(b) You will automatically retire from the service of this Company on attaining superannuation at the age of 58 years or earlier as The Company may decide. You shall not have any claim to continue in service thereafter.

(c) If you absent yourself without leave or remain absent beyond the period of your sanctioned leave (including sanctioned extension of leave), you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

Return to work within THREE (3) days of the commencement of such absence, and,



Give an explanation to the satisfaction of the Management regarding such absence.

(d) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, poor performance, theft, dishonesty, use of intoxicating substances at work place or being intoxicated at work, Insubordination (refusal by a subordinate to obey his head), discriminatory conduct towards others, harassment, restructuring or economic reasons or without being exhaustive and without prejudice to the general meaning of the term 'Misconduct' in the case of reasonable suspicion of misconduct, disloyalty, commission of an act of moral turpitude or any other act of indiscipline or inefficiency.

(e) This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data/resume), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the management may take such action as it deems fit in its sole discretion, including termination of your employment without the required notice period.

(f) If you are found to be habitual latecomer and despite frequent warnings if you fail to keep up your timings, then your services would be liable for termination. (Note: 2 late comings are allowed in month and if this crosses there will be salary deduction according to the company regulations. If the same continues may lead to termination)

(g) During the probation period less than a month, your service will be liable to termination by the Company the Company ; During the probation period more than a month, your service will be liable to termination by the Company with ONE (1) day notice or pay in lieu of the notice period with effect of this clause.

(h) In case of Sexual harassment, if the case is found to be true after due investigation, the liable employees will be immediately terminated form service.

(i) Three (3) warning letters will lead to termination and warning letter will send through E-mail /Letter

9. EFFECT OF TERMINATION:

Upon the termination of your employment, you will return to the Company all papers & documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associated or branches or their clients and will not retain any copies or extracts there from.

10. CONFIDENTIALITY:

You acknowledge that during this engagement you will have access to and become acquainted with various trade secrets, patents, inventions, innovations, processes, information, records and specifications owned or licensed by the Company and/or used by the Company in connection with the operation of the business including, without limitation, the Company' s business and product processes, methods, customer lists and their details, Distributor lists and their details, Dealers lists and their details, Vendors lists and their details, information with regard to employees, Sales data, information to pertaining training given by the Company and the training documents, price and schemes announced by the Company from time to time, commercial offerings, accounts and procedures. You agree that you will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of the engagement with the Company. All files, records, documents, blueprints, soft copies, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of the Company, whether prepared by you or otherwise in your possession, shall remain the exclusive property of the Company. You shall not retain any copies of the foregoing without the Company' s prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by the Company, you shall immediately deliver to the Company all such files, records, documents, specifications,

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information, and other items in your possession or under your control. You further agree that you will not disclose your retention as an independent Employee or the terms of this Agreement to any person without the prior written consent of the Company and shall at all times preserve the confidential nature of your relationship to the Company and of the services hereunder. Employees are requested to have Salary, Incentive, KPI & other Benefits details confidential. Discussion of monetary benefits within co-workers is strictly prohibited.

11. NON-COMPETE:

You specifically agree, the following covenants and undertakes that you shall not, either directly or through any agent, employee or person including any affiliate, company, corporation, partnership, joint venture, trust, society or other unincorporated body which is, or shall be, wholly or partially or substantially, owned or controlled by the Consultant or licensee has controlling interest, during the subsistence of the Term of this agreement and for a period of Six (06) Months from the date of termination or expiry of the Agreement, engage, directly or indirectly, in any business, solicit, accept the business which is Similar to the Business carried out by the Company pursuant to the present Agreement.

12. NON-POACHING

You agree and acknowledges that during the term of this Agreement i.e., Six (06) Months after the termination or expiry of this agreement thereof, you shall not, directly or indirectly, recruit, solicit, or induce, any employees, distributors, dealers, vendors, suppliers, customers, appoint; or attempt to recruit, solicit, or induce, any employee or officer or any distributors, dealers, vendors, suppliers, customers, of the Company in any manner.

13. APPLICABLE LAW AND JURISDICTION

This Agreement shall be construed, and the legal relations between the parties hereto shall be determined, in accordance with the laws of India, and the Parties consent to the jurisdiction of the Courts of Coimbatore, India for settlement of any disputes that may arise under this Agreement.

14. DISPUTE RESOLUTION

All disputes arising out of or in connection with this Agreement shall be attempted to be settled through negotiation between senior management of the Company and You (the employee/ex-employee). If any Dispute arising between the parties is not amicably settled within a reasonable period of one month of commencement of attempt to settle the same, the Disputes shall be referred to arbitration under the provisions of the Indian Arbitration and Conciliation Act 1996. The parties agree (i) that the Arbitration proceedings will be conducted in Coimbatore and (ii) the panel of arbitration shall consist of three (3) members, one each appointed by the parties and the third appointed by the nominee arbitrators by consensus. The non-prevailing party (as determined by the arbitrators) shall bear the costs of the arbitration and the reasonable fees and cost (including attorney' s fees) of the prevailing party.



We look forward to a fruitful association between you and the Company and we hope that this will be of mutual beneficence to both of us.

Please sign and return one copy of this Letter of Appointment/Agreement as a token of your acceptance of the terms and conditions offered. This Agreement will be deemed effective on your signing and executing the same.

The Company reserves the right to alter, amend or modify any of the above conditions of service as & when required and the same will be duly conveyed to all through circular or display in notice board.

We welcome you and look forward to a long and mutually rewarding association with you. We wish you a happy & prosperous future with our Company.

For FRQ BRO Private Limited

Authorized Signatory

Declaration

I AM EXECUTING THIS UNDERTAKING WITH THE FULL KNOWLEDGE THAT THIS DOCUMENT CREATES IMPORTANT OBLIGATIONS OF TRUST AND AFFECTS MY RIGHTS TO INVENTIONS, WHICH I MAY MAKE DURING MY TRAINING/PROBATION, EMPLOYMENT OR CONTRACTING RELATIONSHIP WITH THE COMPANY OR THE TECHNICAL ADVISORY RELATIONSHIP.

THIJASURYA V N

(SIGNATURE)