

Name: Dhivya Nallathambi
Employee ID: 3377

Date : 02 June, 2021

Letter of Appointment

Dear Dhivya Nallathambi,

Congratulations! Subsequent to your interview and discussion with us, we are pleased to offer you an appointment as “**Research Associate- Mathematics** ” with an annual **CTC INR 216,000/- (Rupees Two Lakh Sixteen Thousands Only)** per annum. with Acadecraft Pvt. Ltd. We take this opportunity to appreciate your decision to join the Acadecraft family. As mutually agreed upon, you will be joining us from Wednesday 02 June, 2021.

This is a letter of offer-cum- appointment and its terms will become effective only from the date of your joining.

The emphasis in our journey together will be on “**Collaborate, Excel and Transform**”, in this process, we aspire to establish a benchmark for others to follow.

We are dedicated to maintaining a workplace that respects and values the employees from diverse backgrounds and facilitates them to do their best. We provide an inclusive environment where the unique combination of talent, experience, and perspective of each employee leads our business towards success.

We trust that you are looking to expand and enhance your skills in innovative ways within an environment that nurtures creativity and free-thinking and positively impacts your personal and professional growth.

Your employment with us will be governed by the terms and conditions detailed in **Annexure A**.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above-mentioned date of your joining, this offer will stand automatically withdrawn.

We sincerely welcome you and wish you a long, productive, and satisfying career at Acadecraft Pvt.Ltd.

Annexure A

The terms and conditions of employment:

1. Probation and Confirmation: You will be on probation for a period of six month from the date of your joining and your performance will be reviewed during the period. You will be deemed to be confirmed based upon your performance and completion of your probation period.

2. Working Hours: We follow a six-day work week with nine hours daily schedule. The official working hours of the company are from 09:00 hours to 19:00hours with one lunch break of 45 min. The employees have to complete 9 hours of work including the lunch break.

Fixed Offs

The first and third Saturdays are fixed off.

Sundays are fixed off.

For the night shift, the timings are from 9 PM to 6 AM. All Saturdays and Sundays are fixed off.

The permanent employees are eligible for two kinds of leaves, i.e. casual leaves and sick leaves

No leaves can be availed before completion of one month of employment .Any such leaves taken will be treated as Leave without pay and will be deducted from salary.

3. Performance Appraisal and Performance Incentive/Bonus: The performance appraisal is carried out once in a year. The appraisal is based on performance. Performance incentive, if applicable, will be paid based on the defined key responsibility area and your performance against it. This will be paid as per the policy of the organization.

4. Background and Reference Check: The Company shall conduct background and reference checks as per its policy and this offer is conditional upon the result of these checks. In the event the results of these checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

5. Notice Period/ Separation: The notice period is of one month. Your services may be terminated by either party, giving notice in writing for one month or payment of one month's salary in lieu thereof. The company reserves the right not to accept a salary in lieu of the notice.

Acadecraft reserves the right to terminate your employment, without notice, on grounds of breach of policy, misconduct or unsatisfactory performance. The company will not be liable to pay for any notice period.

The F&F amount will be calculated based on the days the employee served the company until his last working day.

In case of termination of employment from either the employee or the employer, the dues will be disbursed after 60 days from the last working day of the employee.

Absence for a continuous period of three days without prior approval of your Team Leader or Project Manager/Reporting Manager (including overstay of leave/training), can lead to absconding. In this case, the Company will not be liable to process your payroll.

6. Statutory Payments and Deductions: Statutory deductions such as income tax, professional tax, contributions to central/ state welfare funds, etc, shall be made from your salary, as applicable.

7. Values, Integrity, Honesty and Ethics: During the course of your employment with Acadecraft, you shall adhere to the values, integrity, and ethics of the organization in particular and of the society

in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions that you do directly or as part of, or on behalf of Acadecraft Pvt.Ltd.

If at any time during or after your employment with Acadecraft, it is found, reported or established that you have wilfully violated, supported others in violating the policy in any of the transactions or engagements or you have hidden/not reported any such acts or actions, it will be treated as violation of the clause. Any violation of this shall be taken very seriously and will attract stringent action, which the management deems appropriate in accordance with the nature of the violation.

8. Undertaking on Non-criminality: This offer of employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charge in India or abroad and/ or you are not convicted for any criminal offence by a court of law anywhere in the world. You also undertake and assure that you are not a good member of any banned organization or activities that are detrimental to any government, nation, society, or community.

9. Confidentiality of Information and Privileges: During the course of your employment you may be given various rights and/or privileges as per the requirement of your role to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain/benefit to others. You must make sure to keep your salary confidential and not disclose it to anyone.



10. Law and Jurisdiction: This appointment is subject to Indian laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of the courts of Uttar Pradesh.

11. Obligation to Install Hubstaff : It is mandatory for all employees to install Hubstaff. Your office timing will be calculated through this app only. If you will not install and start the app before commencing your work, you will be marked absent and will not be eligible for the payroll for the day.

If your personal laptop/desktop is damaged, the company is not responsible for it.

Please sign and return the duplicate copy of this letter of appointment (initialling each page) as a token of your having accepted the above terms and conditions.

We welcome you to the Acadecraft family and wish you a rewarding career over the years to come.

Yours sincerely

For AcadecraftPvt. Ltd.

Vidyotma

Vidyotma Tiwari

Sr. Manager - HR



ACADECRAFT PVT. LTD.
Smart People, Smart Content

Office (India) : H-51, Sector-63
Noida, Uttar Pradesh - 201307, India

Declaration:

I understand and affirm the need to treat my compensation as highly individual and confidential which is not to be disclosed to any other personnel.

I have read and understood the above terms and conditions of employment and the implications thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Signature:

Name: Dhivya Nallathambi

Date:

Place:

Office (USA) : 16192 Coastal Highway Lewes,
Delaware 19958 USA.
Phone : 0120 - 4274713, 4204294, 4371745


Email : info@acadecraft.com
Website : www.acadecraft.com

Date: 05.12.2022

CONFIRMATION APPOINTMENT ORDER


We are pleased to inform that, Ms. S. PRIYA has been appointed as **ASSISTANT PROFESSOR** in the Department of Mathematics in **PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE AND TECHNOLOGY (PRIST), THANJAVUR**. Her appointment is purely performance based and subject to the terms & conditions of this Management. She will be paid a monthly Salary of **Rs. 10,000/- (Rupees. Ten Thousand Only)**.




REGISTRAR
REGISTRAR,
Ponnaiyah Ramajayam Institute of
Science & Technology (PRIST),
(Institution Deemed to be University
U/s 3 of the UGC Act, 1956),
THANJAVUR - 613 403, TAMIL NADU.

Copy to:

Hon'ble Chancellor Sir (for kind information)
Hon'ble Pro Chancellor (for kind information)
President
Vice Chancellor
Pro Vice Chancellor
Controller of Examinations
Dean- Arts & Science
Accounts Officer
Personnel Department
The Concerned
File


05/12/2022
Dr. L. CHINNAPPA
M.Sc., M.Phil., PGDCA., PGDBA., M.Tech., Ph.D.
Dean of Arts & Science
PRIST Deemed to be University
Thanjavur - 613 403, Tamilnadu.



Kongunadu

College of Engineering & Technology
[Autonomous]

Namakkal-Trichy Main Road, Tholurpatti Po,
Thottiam Tk, Trichy Dt, Tamil Nadu - 621215.

Approved by AICTE, Accredited by NAAC & NBA (CSE, ECE, EEE, MECH)

Recognized by UGC and ISO 9001:2015 certified Institution

☎ 04326 277571

🌐 www.kongunadu.ac.in



Dr. BALASUBRAMANIAN. K

**Professor & Head
Mathematics(S&H)**

KNCETSHT01

Principal



**PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY
[PRIST]**

(Institution Deemed to be University – U/s 3 of the UGC Act, 1956)
THANJAVUR – 613 403 - TAMIL NADU

Date: 06.10.2022

CONFIRMATION APPOINTMENT ORDER

We are pleased to inform that, **Ms. M. SOUNDARYA** has been appointed as **Assistant Professor** in the Department of Mathematics in **PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE AND TECHNOLOGY (PRIST), THANJAVUR**. Her appointment is purely performance based and subject to the terms & conditions of this Management. She will be paid a monthly Salary of **Rs. 13,000/- (Rupees. Thirteen Thousand Only)**.



[Signature]
REGISTRAR
REGISTRAR,

Ponnaiyah Ramajayam Institute of
Science & Technology (PRIST).
(Institution Deemed to be University
U/s 3 of the UGC Act, 1956).
THANJAVUR - 613 403, TAMIL NADU.

Copy to:

Hon'ble Chancellor Sir (for kind information)
Hon'ble Pro Chancellor (for kind information)
President
Vice Chancellor
Pro Vice Chancellor
Controller of Examinations
Dean – Arts & Science
Accounts Officer
Personnel Department
The Concerned
File

[Signature]

6/10/22

Dean
Arts and
Science

[Signature]

**SADASIVAM KATHIRKAMAVALLI
WOMEN'S COLLEGE OF ARTS & SCIENCE**

**Thanjavur Road, Kumarapuram
Melavasal, Mannargudi, Thiruvarur-Dt.**

Cell: 9500533004




O+ve



R. RAMATHILAGAM

M.Sc., B.Ed., M.Phil.,

Asst. Prof. in Mathematics


PRINCIPAL

Date : 01 / 11 / 2021.
Ref : INEL / HR / 2344 .

PRIVATE & CONFIDENTIAL

Mr. S. NIRANJAN,
NO. 768, THIRUVALLUVAR NAGAR 2nd STREET,
NEW BUSTAND, THANJAVUR – 613 005.

Dear Mr. S. Niranjan,
Ref: Offer for Appointment

We are pleased to offer you appointment in our organization on the following terms and conditions:

1.	Designation	Assistant Engineer Trainee
2.	Salary	Basic : 9000/- Total : 9000/- per month Site Allowances. Local : 60/- Per day Out station : 120/- Per day State capitals : 150/- Per day Posting at : Chennai
3.	Accommodation	Accommodation at site will be provided by company at free of cost. (For sites within India & over seas)
4.	Training	You will be on 1 year training. We will issue confirmation letter based on your performance. You are not entitled to any kind of paid leave & other emoluments during your training period.
5.	Increment	Shall be given as per the scale, but company do not bind themselves to the same as increments are granted only after consideration of several factors such as your performance, Trading results etc
6.	Contract Period	The contract period will be 3 Years limited contract, renewable by mutual agreement. The contract can be terminated by repaying Rs.75,000/- of the expenses incurred for your contract period incase of resignation.
7.	Notice Period	In case of resignation, you shall serve a notice period of 2 months. You should complete the job assigned in all respects and train the incoming resource to ensure smooth transition within the 2 months of your notice period. In case of termination of service, the company will give a notice period of 2 months or pay your salary for the same period. The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if: <ul style="list-style-type: none">• You commit any breach of your duties and responsibilities under this contract of service.• You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment.
8.	Confidentiality	You will not give out to anyone by word of mouth or otherwise any information which relates to our operation, Administration and organization matters pertaining to the company which may be your personal privilege to know by virtue of being in the employment of the company, during employment in the company and till 2 years after resignation from our company

N. Kiran

[Signature]

S. Niranjan

**BE YOURSELF,
MAKE A DIFFERENCE.**

**>
accenture**

Strictly Private and Confidential

Date:03-Nov-2021

**Anjana Devi Subburaj
C10300162**

79F, abirami street, Dabeer kulam road, East gate, thanjavur-613001

8754647930

Dear **Anjana Devi Subburaj**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 3.0 (Oct 2021)

1

Candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding. Please note that compliance with these provisions is a condition precedent for this offer or your continued employment with the Company post onboarding.

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 60% marks to successfully clear the assessments.

- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you. Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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 Accenture 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, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

A handwritten signature in black ink, appearing to read 'M. Zurale', is written over a light gray rectangular background.

Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

[Insert full legal name]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law[#]	9,500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. 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 LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

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.

Benefits applicable for current Company financial year:

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

1. Effective your date of joining, 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.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & 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.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

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 II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



Vega Innovations

1st Floor, Tirumala Devasom Building,
Opp. Pvt Bus Stand, T.K Road, Kozhencherry - 689541
Mob: +917560849912, 9747971438 Landline: 0468-2989912



GIBIN VARUGHESE
MANAGER



**Address : CHERUTHALAMANNIL (H)
KUMBANAD P.O
THIRUVALLA,
PATHANAMTHITTA DIST**

Blood grp : A-

DOB : 13-10-1993

Contact No : 9747971438

Signature of the Card Holder

This Card is non-transferrable. Lending this card to anyone or failing to present it upon request is a violation of policy. The card should be returned at the time of resignation.

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : L.Vijune Lawrence
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 7560020952

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. S. R.



BON SECOURS COLLEGE FOR WOMEN



Accredited with A++ Grade by NAAC in Cycle II
Affiliated to Bharathidasan University, Tiruchirappalli
UGC Recognized 2(f) and 12(B) Institution

VILAR BYPASS, THANJAVUR-613006

Tel: +91-4362-257447, +91 9443266341

www.bonsecourscollege.edu.in E-Mail: bonsecourscollege02@gmail.com

IDENTITY CARD



M SUBAASHINI

MA, M.Phil, NET (Ph.D) CIG.,

Assistant Professor

English



[Signature]
Principal



SALEM SOWDESWARI COLLEGE

SELF - FINANCING COURSES WING

(AFFILIATED TO PERIYAR UNIVERSITY, SALEM.)

SALEM -636 010. Tamil Nadu.

☎ SFC : 0427 - 2270537 Principal : 0427 - 2270545, Fax : 2270545
Email : ssc.sfcw2010@gmail.com www.sowdeswari.org.

Date 22/10/2021

Dear Mr.P.PRITHIVIRAJ

Subject: Appointment Letter

Welcome to SALEM SOWDESWARI COLLEGE

We are pleased to offer you employment in the position of SFCW Assistant Professor of Physics with SALEM SOWDESWARI COLLEGE, under the honorary assignment programme.

You are directed to report for duty before the principal, SALEM SOWDESWARI COLLEGE, You are entitled to a consolidated monthly salary. The services under this honorary assignment Programme are liable for termination at the discretion of the management at any time without previous notice.

J.K.A. Kumarajah
Correspondent Secretary &
Managing Trustee

Date 22/10/2021

Date : 01 / 11 / 2021.
Ref : INEL / HR / 2344 .

PRIVATE & CONFIDENTIAL

Mr. S. NIRANJAN,
NO. 768, THIRUVALLUVAR NAGAR 2nd STREET,
NEW BUSTAND, THANJAVUR – 613 005.

Dear Mr. S. Niranjan,
Ref: Offer for Appointment

We are pleased to offer you appointment in our organization on the following terms and conditions:

1.	Designation	Assistant Engineer Trainee
2.	Salary	Basic : 9000/- Total : 9000/- per month Site Allowances. Local : 60/- Per day Out station : 120/- Per day State capitals : 150/- Per day Posting at : Chennai
3.	Accommodation	Accommodation at site will be provided by company at free of cost. (For sites within India & over seas)
4.	Training	You will be on 1 year training. We will issue confirmation letter based on your performance. You are not entitled to any kind of paid leave & other emoluments during your training period.
5.	Increment	Shall be given as per the scale, but company do not bind themselves to the same as increments are granted only after consideration of several factors such as your performance, Trading results etc
6.	Contract Period	The contract period will be 3 Years limited contract, renewable by mutual agreement. The contract can be terminated by repaying Rs.75,000/- of the expenses incurred for your contract period incase of resignation.
7.	Notice Period	In case of resignation, you shall serve a notice period of 2 months. You should complete the job assigned in all respects and train the incoming resource to ensure smooth transition within the 2 months of your notice period. In case of termination of service, the company will give a notice period of 2 months or pay your salary for the same period. The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if: <ul style="list-style-type: none">• You commit any breach of your duties and responsibilities under this contract of service.• You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment.
8.	Confidentiality	You will not give out to anyone by word of mouth or otherwise any information which relates to our operation, Administration and organization matters pertaining to the company which may be your personal privilege to know by virtue of being in the employment of the company, during employment in the company and till 2 years after resignation from our company

N. Kiran

[Signature]

S. Niranjan

To,
Vidhya Devi Ramasamy
Chennai

Dear Vidhya,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10108447**.

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **21-01-2022** and your place of posting is **Chennai**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 216000 (Two lakh sixteen thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Works

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.
- f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:
 - i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
 - ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
 - iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.
- h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

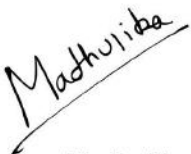
Please note-

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.

In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Ltd.



Madhulika Singh

Regional Head - Human Resources

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vidhya Devi Ramasamy	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	21-01-2022	
CTC (in INR)	216000/- per annum	
Pay structure	Monthly	Annual
Fixed Components		
Basic	9922	119064
House Rent Allowance (HRA)	4961	59532
Customer Handling Allowance	328	3936
Conveyance Allowance	268	3216
Salary (C1)	15479	185748
Statutory Components		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	503	6036
Benefit's(C2)	1694	20328
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	827	9924
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	18000	216000
Deductions		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	117	1404
Total Deductions (b)	1308	15696
*Net Take Home {a - b - C2}	14998	179976
Performance Bonus		0
***Overall CTC	18000	216000

* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika Singh

Regional Head - Human Resources

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

www.hclbpo.com

www.hcl.com

Date: January 12, 2021

Private and Confidential

Rakshana R

**Viswanathan St
Viswanathan St,
Chennai,
Tamil Nadu,
India - 600044**

Dear Rakshana,

With reference to your application and subsequent interview, we are pleased to make you an offer – cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES (“BSERV” or “HCL” or “Company”)** as **Process Associate**. You are required to report on January 13, 2021 at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 175000 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**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- 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 client** and genuiness of documents or information provided by you to the Company. You are

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

www.hclbpo.com

www.hcl.com

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 – Business Services 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 the period of probation shall be liable to be terminated giving two (02) months' notice or two months' basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving two (02) months' notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.
- 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

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

www.hclbpo.com

www.hcl.com

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 - BUSINESS SERVICES, 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 - BUSINESS SERVICES 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 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

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

www.hclbpo.com

www.hcl.com

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 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

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

www.hclbpo.com

www.hcl.com

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.

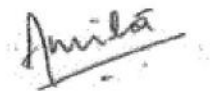
Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

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

Vice President, Head-Global Rewards

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

www.hclbpo.com

www.hcl.com

DECLARATION

I, Rakshana R, 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, State street HCL Services (India) Private Limited 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

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

www.hclbpo.com

www.hcl.com

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

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

www.hclbpo.com

www.hcl.com

- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
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,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
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

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

www.hclbpo.com

www.hcl.com

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 **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

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

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

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

www.hclbpo.com

www.hcl.com

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.

Gratuity

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

www.hclbpo.com

www.hcl.com

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

5.2.2 Average percentage of placement of outgoing students during the year

DEPARTMENT OF BIOCHEMISTRY				
2020-2021	L.VIJUNE LAWRENCE	BSC BIOCHEMISTRY	Indian health care BPO, CHENNAI 17	10000-15000

11th March 2021



OFFER LETTER

To,

NAME	:	L.Vijune Lawrence
DEPARTMENT	:	B.Sc Biochemistry
COLLEGE	:	PRIST Deemed to be University.
CONTACT NUMBER:	:	7560020952

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : L.Vijune Lawrence
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 7560020952

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. R.



11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : K. Mohammed Kaleef
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 7560020952

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. R.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

GOVERNMENT OF TAMILNADU
DEPARTMENT OF FISHERIES
AND
FISHERMEN WELFARE
IDENTITY CARD



Name : P.HARIKARAN

Design : Sagar Mitra
(Kottaipattinam)

ID No : PDK-PMMSY-SM-08/2022-23

Office : O/o Assistant Director of
Fisheries and Fishermen
Welfare, Pudukkottai.

P. Harikaran

Signature

[Signature]
Assistant Director of
Fisheries and Fishermen Welfare
Pudukkottai



**DEPARTMENT OF FISHERIES
AND FISHERMEN WELFARE**



IDENTITY CARD



Name : M.MOHAMED THASNEEM

Design : SAGAR MITRA

D No :

**Office : O/o Assistant Director of
Fisheries And Fishermen Welfare
North Ramanathapuram.**

Signature

Assistant Director
Fisheries and Fishermen Welfare
North Ramanathapuram.

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : L.Vijune Lawrence
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 7560020952

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. V. R.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : N.Atchaya
DEPARTMENT : M.Sc Microbiology
COLLEGE : PRIST Deemed to be University
CONTACT NUMBER: 8667672611

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. Juh Pis



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : R.Abirami
DEPARTMENT : M.Sc Microbiology
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 7339347256

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : E.Vinotha
DEPARTMENT : M.Sc Microbiology
COLLEGE : Prist Deemed to be University.
CONTACT NUMBER: 6379640774

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. R. R.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Pecungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : M.S.Joala
DEPARTMENT : B.Sc Biotechnology
COLLEGE : Prist Deemed to be University
CONTACT NUMBER: 8610264795

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A: Jsh R.V.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : V.Priyanka
DEPARTMENT : B.Sc Biotechnology
COLLEGE : PRIST Deemed to be University
CONTACT NUMBER: 6383382460

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : P.Sriramji
DEPARTMENT : B.Sc Biotechnology
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 9791621418

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. Jeeva Rishi



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : S.Sivabalasekaran
DEPARTMENT : B.Sc Biotechnology
COLLEGE : PRIST Deemed to be University
CONTACT NUMBER: 86100276808

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Pecungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : C.Birundha
DEPARTMENT : M.Sc Microbiology
COLLEGE : PRIST Deemed to be University
CONTACT NUMBER : 7708894947

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. Sridhar



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

11th March 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : M.Bharathi Mohan
DEPARTMENT : B.Sc Biotechnology
COLLEGE : PRIST Deemed to be University
CONTACT NUMBER: 8072049713

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

NOTE: If unable to submit above mentioned documents on or before 30th June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

A. J. Sridhar



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondichery

www.indianhealthcarebpo.com | careers@indianhealthcarebpo.com Ph: 9840014983 | 7200035525

BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

State Office: Karnataka

'Kamdhenu', P.B.No. 3, Sharada Nagar, Tiptur, 572201, Karnataka, India. Ph:+91 08134-250658, 251337, Fax:+91 08134-251337

E-mail: bisldkarnataka@baif.org.in.

Website: www.biskl.org.in

Ref: HRD/BISLD/KAR/APPT/2022-23

Date: 11.05.2022

To,

Mr.Mukesh Vishwa

46, Anna Nagar, Madurai

LETTER OF APPOINTMENT

With reference to your application for employment and the interview held on 16 March 2022, we are pleased to appoint you in our Organization with effect from the date of your joining on the following terms and conditions:

1. Your designation will be "Project Officer"
2. You will be on probation for a period of six months from the date of your joining, which period may be extended or determined earlier at the discretion of the management. 3. Your total emoluments inclusive of salary and all monthly allowances will be Rs. 2,40,000/- p.a inclusive of deferred and indirect benefits as enumerated in the Annexure 'A' to this letter, subject to taxes as applicable. The Management also reserves the right to restructure or make changes in the emoluments during the period of your association with us, as per the the same will be applicable and informed to you
4. During probationary period, your services may be terminated by either side by giving a one-month or The salary (one-month Basic Pay) in lieu thereof. While on probation you will perform your duties assigned to you, including any other work assigned to you by your superiors.
5. You shall have a valid two-wheeler driving license at the time of joining duty and should also wear a helmet while driving a two-wheeler.
6. On expiry of the above probation period or extension thereof unless you are confirmed in writing, you will be deemed to be on probation.
7. During your probation, your performance will be be under review and assessment by the Management and if Management is not satisfied with your ability or performance, your

services are liable to be terminated without notice and without salary or payment in lieu of notice or compensation in lieu thereof and without assigning any reason.

8. Your services shall be terminated for suppression of any information or for furnishing any false information with the Management to obtain employment.

9. On termination of probation, you will hand over any property or article or documents entrusted to you by the Organization to enable the management to settle your accounts.

10. On completion of the probationary period successfully, you will be confirmed in the services of the Organization and placed in a suitable existing grade. After completion of the probationary period, the employment can be terminated, by either party, by giving one-month notice or salary in lieu thereof.

11. Your services may be transferred, if need be, due to exigencies of work to any other place, or any of our associate establishments, existing or that may come into existence in future where the activities of our Organization are or may be undertaken in future, and such deployment will be treated as purely administrative only to suit the needs of the Organization. In case of transfer of services to any other Organization/Unit/ of the as applicable to them will be applicable to you. Branch/Department, the service conditions

12. During your association with us you will not, without our previous permission in writing, carry out any private practice/business or enter any part of your time with any other establishment in any capacity. You will devote your full time attention exclusively to your duties promote the interest of our Organization and will not utilize or divulge any record or information to outsider(s).

You are expected to join on 01.06.2022 at BAIF Institute for Sustainable Livelihoods and Development Karnataka at 9.30 am. and report to M Mr. Pundit G Patil, Chief Program Executive, for further instructions

For BAIF Institute for Sustainable Livelihoods and Development- Karnataka


(B Shivarudrappa)

REGIONAL DIRECTOR

Having read and understood the above terms and conditions, I accept the appointment order and shall report on.....

Signature:

Name

Date: 12.10.2020

To

M.Rasika

Karur

Subject: Appointment as Sales Associate

Dear Rasika,

We are pleased to inform you that you have been selected for the position of Sales Associate at Hortking Pvt Ltd. Your appointment is effective from 30.10.2020, and we are thrilled to have you join our team.

As a Sales Associate, you will be responsible for managing customer relationships, driving sales of our horticultural products, and contributing to the achievement of the company's sales goals. We expect you to uphold the values and standards of Hortking Pvt Ltd while delivering exceptional service to our clients.

Please find attached the detailed terms and conditions of your employment. We request you to review them thoroughly, sign, and return a copy of this letter as your formal acceptance of the appointment.

We look forward to a successful collaboration and your valuable contributions to our company.

Welcome aboard!



Best Regards,

25 July,2022



Indian Healthcare BPO

OFFER LETTER

To,

NAME : SHYMALA.R
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.

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.



12 Sep,2022



Indian Healthcare BPO

OFFER LETTER

To,

NAME : SOUNDARYA.M
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.

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.



06 July,2022



Indian Healthcare BPO

OFFER LETTER

To,

NAME : SUSMITHA.S
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.

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.



25 July,2022



Indian Healthcare BPO

OFFER LETTER

To,

NAME : AARIYAN.M
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.

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.



4 July,2022



Indian Healthcare BPO

OFFER LETTER

To,
NAME : BALAKUMAR.L
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.

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. S.





Indian Healthcare BPO

OFFER LETTER

To,

NAME : BHUVANA.K
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.

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. S.



Thyrocare®

Think Thyroid. Think Thyrocare.

APPOINTMENT LETTER

To

Mr. V. SRIRAM
S/o. K. Vaithilingam
Door No 12, Kamarajar Nagar
Thiruvaiyaru - 613204

Greetings Mr. V. SRIRAM,

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 25.08.2021, 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®

The Trust. The Truth.

Thyrocare Technologies Limited

Appointment Order

Date: 02.07.2021

Dear Ms. R. NASRIN,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



Thyrocare®

Think Thyroid. Think Thyrocare.

APPOINTMENT LETTER

To

Mr. D. VIGNESH
S/o. R. Durairaj
No 6, PKS Complex
New Street
Muthupet - 614704

Greetings Mr. D. VIGNESH,

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 12.08.2021, 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®

The Trust. The Truth.

Thyrocare Technologies Limited

APPOINTMENT LETTER

To

Ms. P. VENMATHI
D/o. S. PUSPHARAJA
Flot No 7. Amaze Enclave
Arulananda Nagar West Extension
Thanjavur - 613007

Greetings Ms. Ms. P. VENMATHI,

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 19.08.2021, 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

12 August, 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : G.DEVA GANESH
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 9442766853

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

Ms. A. SOWMIYA
D/o. B. Dhanapal
Annamalainathar Kovil Street
Mannargudi - 614001.

Greetings Ms. A. SOWMIYA,

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 27.08.2021, 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

Appointment Order

Date: 02.07.2021

Dear Ms. K. GUNASUNDARI,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



Appointment Order

Date: 02.07.2021

Dear Mr. B. PAKUTHARIVU,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



Appointment Order

Date: 02.07.2021

Dear Ms. S. LAKSHMI,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



Thyrocare®

The Trust. The Truth.

APPOINTMENT LETTER

To

Ms. L. SUMITHA

D/o. K. Loorthusamy

Indira Nagar

Gandarvakkottai - 613301

Greetings Ms. L. SUMITHA,

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 19.08.2021, 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

D-37/1, MIDC, Turbhe, Opp. Sandoz, Navi Mumbai - 400 703. Email: wellness@thyrocare.com



Date: 14.07.2021

APPOINTMENT ORDER

To

Ms. C. ISHWARYA,
S/o. L. Chinnadurai
No 8, AM Colony
Periyar Nagar West
Orathanadu - 614625

Dear Mr. K. DHANUSHKODI,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



Appointment Order

Date: 02.07.2021

Dear Ms. M. KALAISELVI,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,





Date: 14.07.2021

APPOINTMENT ORDER

To

Mr. K. ADHITHYA,
S/o. M. Arun Kumar
12, Thiruvalluvar Colony
Kilavastachavadi
Thanjavur - 613001.

Dear Mr. K. ADHITHYA,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,





Date: 14.07.2021

APPOINTMENT ORDER

To

Mr. S. SUMAN
S/o. J. Sundar
21/3, Meenavar Complex
Yagappa Nagar
Thanjavur - 613007

Dear Mr. S. SUMAN,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,





Date: 20.07.2021

APPOINTMENT ORDER

To

Mr. N. SIVA PRAGASAM,
S/o. R. Natarajan
18 A, New Bank Street
Pattukottai - 614601

Dear Mr. N. SIVA PRAGASAM,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 03/08/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,





Date: 14.07.2021

APPOINTMENT ORDER

To

Mr. T. LOKESH,
S/o. A. Thiagarajan
No 4, Chetti Theru
Vallam - 613403
Thanjavur

Dear Mr. T. LOKESH,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,





Date: 14.07.2021

APPOINTMENT ORDER

To

Ms. M. NALINI,
D/o. R. Manimaran
No 5, Nanayakara Chetti street
Vallam - 613403
Thanjavur

Dear Ms. M. NALINI,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,





Date: 14.07.2021

APPOINTMENT ORDER

To

Ms. R. RENUKA,
D/o. T. Rajendran
16, Indira Nagar
Pattukkottai - 614601

Dear Ms. R. RENUKA,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,





Date: 14.07.2021

APPOINTMENT ORDER

To

Mr. K. DHANUSHKODI,
S/o. S. Krishnasamy
16, Indira Nagar
Pattukkottai - 614601

Dear Mr. K. DHANUSHKODI,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



12 August, 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : K. NALINI
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 7904825863

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.



12 August, 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : K. PRIYANKA
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 9356183027

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.



12 August, 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : K. SANGEETHA
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 9790287177

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.



12 August, 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : R. SUNDARAMURTHY
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 9791452382

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.



12 August, 2021



Indian Healthcare BPO

OFFER LETTER

To,

NAME : G. VIJAYASANTHI
DEPARTMENT : B.Sc Biochemistry
COLLEGE : PRIST Deemed to be University.
CONTACT NUMBER: 9844634167

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.



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

www.hclbpo.com

www.hcl.com

Date: January 12, 2021

Private and Confidential

Rakshana R

**Viswanathan St
Viswanathan St,
Chennai,
Tamil Nadu,
India - 600044**

Dear Rakshana,

With reference to your application and subsequent interview, we are pleased to make you an offer – cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES (“BSERV” or “HCL” or “Company”)** as **Process Associate**. You are required to report on January 13, 2021 at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 175000 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**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- 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 client** and genuiness of documents or information provided by you to the Company. You are

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

www.hclbpo.com

www.hcl.com

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 – Business Services 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 the period of probation shall be liable to be terminated giving two (02) months' notice or two months' basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving two (02) months' notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.
- 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

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

www.hclbpo.com

www.hcl.com

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 - BUSINESS SERVICES, 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 - BUSINESS SERVICES 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 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

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

www.hclbpo.com

www.hcl.com

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 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

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

www.hclbpo.com

www.hcl.com

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.

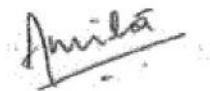
Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

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

Vice President, Head-Global Rewards

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

www.hclbpo.com

www.hcl.com

DECLARATION

I, Rakshana R, 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, State street HCL Services (India) Private Limited 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

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

www.hclbpo.com

www.hcl.com

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

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

www.hclbpo.com

www.hcl.com

- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
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,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
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

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

www.hclbpo.com

www.hcl.com

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 **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

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

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

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

www.hclbpo.com

www.hcl.com

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.

Gratuity

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

www.hclbpo.com

www.hcl.com

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










PRIST DEMED TO BE UNIVERSITY
SCHOOL OF EDUCATION
THANJAVUR

2019 -2021 BATCH B.Ed., STUDENTS PLACEMENT DETAILS

S.NO	REG.NO	NAME OF THE STUDENT	SCHOOL NAME	PACKAGE	ID PROOF
1	1902EDDTA1002	E.PAPATHY	SRI BARATHI VIDYALAYA HIGH SCHOOL, NEW STREET, MANNARCUDI	10,000 PM	
2	1902EDDCO1002	M.MARCLIN JOVITHA	VIDHYA MATRICULATION HR SEC SCHOOL, BUDALUR, THANJAVUR	20,000 PM	

P. Rajas

K. B. Jagan

3	1902EDCOI004	P.KALAISELVI	DHARANI MATRIC HR SEC SCHOOL, MANNARGUDI	8,000 PM	
4	1902EDCOI003	M.PUSHPA	CHURCH PARK NURSERY & PRIMARY SCHOOL, MADUKKUR	10,000 PM	
5	1907EDMTI001	J.RAJAMANI	BHARATHIDASANAR GROUP OF SCHOOLS, ARAKKONAM	25,000 PM	
6	1907EDMTI003	S.JAYAPRIYA	PONNAIYAH RAMAIAYYAM PUBLIC SCHOOL, KUMBAKONAM	17,000 PM	
7	1907EDTAI001	K.GOMATHI	TAN SRI UBAIDULLA MATRICULATION HR SEC SCHOOL, RAJAGHIRI	15,000 PM	
8	1907EDENI002	K.KALAIARAS I	CRESCENT MATRIC HR SEC SCHOOL, PANDARAVADA I	20,000 PM	
9	1907EDTAI002	A.RAHMATH BEEVI	CRESCENT MATRIC HR SEC SCHOOL, PANDARAVADA I	20,000 PM	

P. Rajan

V. B. Jais

ID	1997EDCS1002	S. M. D. H. A.	AL ACHI KOTHE ACADEMY, POOMPURHAR WESTERN ROAD	22/09/2011 PM		20	
----	--------------	----------------	---------------------------------------------------	---------------	--	----	--

P. Rajan

K. B. Das

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date:03-Nov-2021

**Anjana Devi Subburaj
C10300162**

79F, abirami street, Dabeer kulam road, East gate, thanjavur-613001

8754647930

Dear **Anjana Devi Subburaj**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 3.0 (Oct 2021)

1

Candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding. Please note that compliance with these provisions is a condition precedent for this offer or your continued employment with the Company post onboarding.

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 60% marks to successfully clear the assessments.

- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you. Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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 Accenture 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, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

A handwritten signature in black ink, appearing to read 'M. Zurale', with a horizontal line drawn through it.

Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

[Insert full legal name]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law[#]	9,500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. 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 LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

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.

Benefits applicable for current Company financial year:

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

1. Effective your date of joining, 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.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & 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.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

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 II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



Date: 24 Mar 2022

Mr. FAHEEM AHAMED H
Dubai, UAE

OFFER LETTER

Dear Faheem Ahamed H,

Techniche Trading LLC (TT) is pleased to offer you employment at its Dubai Headquarters on the following terms and conditions:

1. Title : Sales and operation engineer
2. Joining Date : Should you accept this offer of employment, you will join TT on 01 April 2022.

This offer of employment shall remain open until 01 April 2022. If no acceptance by you hereof is received by us on or before such date, this offer shall expire.

3. Compensation : You shall be paid a salary in United Arab Emirates Dirham's ("AED"). Your total monthly compensation shall equal to AED 4,500/- payable monthly as gross salary.

Your monthly basic salary and allowances are as follows:

Basic Salary:	AED 1500/-
Living allowance	AED 1000/-
House Rent Allowance:	Shared company accommodation provided
Transport Allowance:	AED 500/-



Mobile Allowance:	Limited mobile plan provided under company account
Total Monthly Compensation:	AED3,000/-

Allowances include all amounts whatsoever over and above the Basic Salary as contemplated under the definition of "Remuneration" in Article 1 of the UAE Labour Law for the Private Sector being Federal Law No. 8 of 1980, as amended (the "Labour Law"). Basic salary is paid for 365 days per year.

4. Office Timings : You will be required to work from 9:00 a.m. to 6:00 p.m. in 6 days a week with one day weekly off and you may be required to work additional hours based on operational requirements.
5. Public Holidays : You will be entitled to all public holidays based on the government press release concerning holidays for the private sector. Any public holidays, which fall during your annual vacation, cannot be claimed.
6. Air Fare : You will be eligible for a cash benefit for a round-trip economy airfare in an airline at company's discretion for every completed 24 months of service to the international airport of the capital of your country of permanent residence.
7. Annual Leave : Annual Leave - 24 calendar days' vacation for the first year of service (pro rata) and 30 days' leave thereafter for each completed 12 months of service or pro-rata (which cannot be taken during probationary period) plus any government announced public holidays, which fall on a normal working day.
8. Contract Validity : You will be employed on a limited contract and will remain in force until one party delivers to the other party 2 month written notice of termination excluding any terminations as applicable under Article 120 of UAE Labour Law.



9. Medical Insurance : You will be covered by Medical Insurance as per UAE Labour Law
10. Probation : Probation period shall be for a period of six months, starting from the date of joining the Company during which time the contract may be terminated by either party by giving not less than one week's notice
11. Visa : The cost of visa stamp on the passport & visa medical for self will be borne by the Company.

In the event that your Visa application is rejected or not processed within 60 days from the date of joining then your employment with TT will stand terminated with immediate effect.

Should you fail the mandatory Medical/Fitness Test by the Dubai Health Authority, or should you resign prior to completion of one year of service, you will be required to reimburse the company all recruitment expenses including the cost of airline tickets for you to join us (if applicable), total visa process expenses, and bear you air tickets for your return to your country.

12. End of Service Gratuity : As applicable by Labour Law
13. Confidentiality / Conduct : As per the signed Confidentiality Agreement & Code of Conduct & Ethics.

During your employment with us, you must devote your entire time and attention to the services of the company and may not be involved in any other service, occupation or business without the prior written consent of the Management.

14. Rules and Regulations : In addition to the terms and conditions set forth in this offer letter, employment contract and as described in paragraph 14, by accepting this offer of employment, you expressly and irrevocably agree that you shall follow and abide by any applicable rules and regulations issued from time to time by TT, the Government of Dubai or any other Government agency of the United Arab Emirates. But



without limitation, the terms and conditions of the Security Compliance and Non-Disclosure Agreement apply as terms and conditions of your employment.

15. Labour & Immigration Formalities : Notwithstanding any of the foregoing, you expressly agree that your employment hereunder is contingent on the successful completion of all labour and immigration formalities and the ability of TT to obtain for you the appropriate residence and employment visa.

We at TT look forward to you joining us and sincerely hope that you find your employment with us both challenging and rewarding. Please confirm your acceptance of this offer of employment by signing below where indicated "Agree and Accept."

Yours sincerely,




Name: Arye Nishant
Title: Managing Director
Techniche Trading LLC

I, the undersigned, Agree and Accept to the above terms and conditions.

Faheem Ahamed

.....
Name



.....
Signature

25/03/2022

.....
Date



APPENDIX TO OFFER LETTER

1. This offer is subject to your passing a pre-employment medical examination
2. Your salary and allowances will be paid in arrears at the end of each month.
3. You will be entitled to sick leave as per UAE Labour Law, subject to being certified as sick by a competent medical authority. No accumulation of sick leave is permitted.
4. This offer is valid subject to completion of all formalities and submission, prior to commencement of employment, of all the required documents such as Release or End of Service Certificate from your last employer, if applicable; Education and Experience certificates (if not already submitted).
5. You will be required at all times to comply with the Company's rules, regulations and procedures, Confidentiality agreement, Employee Code of Conduct including its Quality Assurance, Environment, Health and Safety standard procedures, for the duration of your employment.
6. You may be required to provide training, coaching & guidance to other employees working with the Company & contribute to their development & enhanced performance.
7. TT reserves the right to carry out reference checks prior to your joining TT or during probationary period. Confirmation of your employment will be subject to satisfactory reference checks.
8. All aspects of this contract shall be interpreted in accordance with UAE Labour Law and Company's policies and procedures.

I hereby accept the offer of employment and the terms and conditions as detailed above.

Faheem Ahamed

25/03/2022

.....
Name

.....
Signature

.....
Date



22-Nov-2021

Dear Gayathri P,
MCA, Computer Application
Ponnaiyah Ramajayam Institute of Science and Technology, Thanjavur

Candidate ID – 16685644

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

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

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

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

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

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

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

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

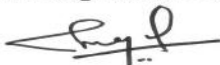
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Gayathri P **Designation:** Programmer Analyst Trainee

SI. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Gayathri P, 24, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited Gayathri P

Sign: _____
Name:

Sign: _____
Name:



The Muthoot Group



SANJAI R

UNIOR RELATIONSHIP EXECUTIVE

Emp. Code : MF57168

Branch : NACHYARKOVIL

Region : THANJAVUR

A handwritten signature in black ink, appearing to be 'S. R.' or similar.

Authorised Signatory

Muthoot Family - 800 years of Business Legacy

PARVATHAVARTHINI TEX

4/148, KULATHUPALAYAM,
PALLADAM ROAD,
VEERAPANDI(PO), TIRUPUR.
PH.NO: 9894644060



NAME : DIVYA
DESG : CHECKER
ID NO : 482

A handwritten signature in black ink, appearing to read 'D. Divya'.

AUTHORIZED SIGN