



**SAVEETHA**

SCHOOL OF ENGINEERING



Name : Dr ARJUN PANDIAN

Desig. : ASSOCIATE PROFESSOR



*[Signature]*  
Principal

**GRT** 

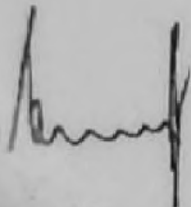
**JEWELLERS**

Since 1964



**C.SURENDAR**

**Emp.No:12228**

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

MP-HR, L&D



# ST. MARY'S

NURSERY & PRIMARY SCHOOL

(Recognised by Govt. of Tamilnadu)

IDENTITY CARD



**SHALINI R**

**BT.ASSISTANT**

Correspondent

2023 - 2024



**SRI SRINIVASA**  
**MATRIC HR. SEC. SCHOOL**  
**ORATHANADU-614 625.**

Phone:04372-232676

2023 - 2024



**KAVIYA V**

M.Sc., B.Ed.,

**T.G. Teacher**

*M. V. V.*  
Principal

**ASVINI**

**Asvini Fisheries Private Limited,**



**HEMALADEVI  
SIVAKUMAR**

**E.ID:100637**

**ANTIBIOTIC TESTING**



**RS# 522, Ramachadrapuram,  
Pazhayakayal - 628152,  
Tuticorin, Tamilnadu-India**



**04630 - 275295,7094474956**

## Asvini Fisheries Private Limited

H 11 No 022, Pannachandrapuram,  
Pattayakaval, Tuticorin - 620 132,  
Sambhalu, India  
Phone : 04520 - 275258 / 275295  
E-mail : hr@asvini.co.in  
CIN : U05001TM1999PTCO12803  
GSTIN : 36AAACA2931P2ZP

Date: 25-09-2023

To

Hemaladevi Sivakumar  
C/O Sivakumar,  
111, Pettar, Gurusprakasam Nagar,  
Roundara Mariamman Kovil, Piyarthoppu,  
Thanjavar - 613501.

### **Sub: Appointment order- reg.**

Dear Sir/ Madam,

With reference to your application seeking employment in our organisation and the subsequent interview you had with us and invite to join ASVINI family.

1. You have been appointed as "Lab Tech." at our factory with the following terms and conditions.
2. You will be on probation for a period of six months from your date of joining. You are expected to join on or before - **25-09-2023**.
3. Your pay structure for per month is given below

Basic Salary	:	15000
HRA	:	0
Other allowances	:	0
Total Gross Salary	:	15000
4. The Probation period may be extended further if your performance didn't meet our requirement.

Head Office : No 3, First Canal Cross Road, Gandhi Nagar, Adyar, Chennai - 600 020  
Phone : 044 - 24423317 / 24423318, E-mail : asvini@asvini.co.in

5. Your probation is liable for termination without assigning any reason or compensation and Notice.
6. You are entitled for Provident Fund, Bonus, Gratuity and Medical reimbursement as per the rules of the company after completion of the probation period and by subsequent confirmation by the management.
7. You may be transferred to any of our units or office from time to time based on administrative requirement.
8. At any time after your employment confirmation, if you decide to resign from the company service for whatsoever reason, then you have to submit three month notice in prior.
9. You are not to divulge or disclose at any time whether in course of employment or otherwise, matters relating to the business dealing of this company or details about any of its principle agents.
10. You have to oblige the terms and conditions of service that are in force from time to time.

Please sign the duplicate copy of this letter and indicate your probable date of joining.


Thanking you

For ASVINI FISHERIES PRIVATE LIMITED

AUTHORIZED SIGNATORY



I hereby accept the Appointment Terms and conditions as above

  
Signature of the receiver

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

26-Oct-

2023C82618

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*\*ForAccentureuseonly*

ApsaraSrinivasan  
12/1,ShantiNagar,Soolamangalammainroad,Ayyampettai,Thanjavur.,614201614201ManagemntLevel-13

Sublevel-3

JobProfile-  
CollectionsSupportNewAssociateJobFamilyGroup-  
BusinessProcessSpecializationBusinessDeal-  
NonContactCenter

DearApsara,

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

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

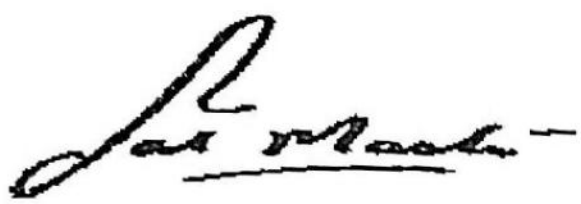
This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute.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

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

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



...and look forward to your joining us. Yours sincerely

Handwritten signature of Jal in black ink.

Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_

Candidate's signature  
Date:

Candidate's Signature \_\_\_\_\_



September 27, 2023

Mr. Sivasankaran Mani,  
Thanjavur

Ref:HDBFS/23-24/IRIC60843/App/354224

Dear Sivasankaran,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES OFFICER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.


Terms and Conditions:

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at THANJAVUR NEW BUS STAND. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Page 1 of 6

Signed using Aadhaar  
(Legacy user - WBAN101)  
Sivasankaran Mani  
Date: Thu Oct 05 14:33:43 IST  
2023

  
Department of Commerce  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
THANJAVUR - 613 403.

OffLET991032May-2023-CH

May 11,2023

Umar Sathik batcha

Vellore

**Offer Letter**Dear **Umar**,Congratulations! we are pleased to offer you the position of **Trainee Medical Coder** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **INR.157,380**. In addition to this, you will also be eligible for a performance based incentive up to **INR.108,000 per annum**,to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

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

We request you to join us on or before **May 15,2023**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

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

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

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

To confirm your acceptance of our offer, please sign below and send us a scanned copy of the signed offer letter. This offer letter is valid till .

Sincerely,

**Kiran Guntur****Vice President – Human Resources****Acceptance of Invite:**

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

Signature:

Date:**May 12,2023**

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).
2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

**Annexure A:**

CONFIDENTIAL

	Monthly ₹	Annual ₹
<b>CTC</b>		
Base Salary + Retirals	13,115	157,380
Base Salary + Retirals + incentive (See Note below)	22,115	265,380

<b>Base Salary</b>		
Basic Salary	6,500	78,000
Statutory Bonus	1,400	16,800
Basket of Allowance	3,705	44,460
<b>Gross Salary</b>	<b>11,605</b>	<b>139,260</b>

<b>Retirals and Insurance</b>		
Provident Fund (Employer)	780	9,360
Gratuity	313	3,756
Health Insurance	417	5,004
<b>Retirals Total</b>	<b>1,510</b>	<b>18,120</b>

<b>Performance Incentive</b>		
Monthly Performance incentive (See note Below)	9,000	108,000

\* includes city compensatory allowance.

\*

**Note:**

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

Please note above Take Home is Pre-Tax and is subject to

- Any tax deduction as per rules and regulations of Income tax act 1961
- Employee's contribution of ESI, applicable to employees below ESI salary limit
- Professional tax as applicable at base location

Signature:

Date: **May 12, 2023**

	Monthly ₹	Annual ₹
<b>Base Take Home (pre-tax)</b>		
Gross Salary	11,605	139,260
PF (Employee)	780	9,360
<b>Take Home (pre-tax)</b>	<b>10,825</b>	<b>129,900</b>

### Joining Documents Check List

Candidate's Name: **Umar Sathik batcha**

Offer finalization checklist		
S. No	Checklist	Comments
1	About AGS	
2	Department	
3	Title	
4	Process/ Specialty (if applicable)	
5	Job Description	
6	Facilities/ Project (okay to work out of any facility and project?)	
7	Shift	
8	Working hours & days	
9	Dress Code	
10	Offered Compensation (explain all the components) annual CTC	
11	Incentives	
12	Buddy Referral Scheme	
13	Appraisal	
14	Career progression	
15	Aspire	
16	Date of joining	
17	Documents Checklist	
18	Do you have any other offer?	
19	Final status	

Additional Comments (if any):

Applicant's signature

Date:

Recruiter's signature

Date:

**DOCUMENT OF UNDERSTANDING****Facility / Place of work:**

- I will be required to work out of any office in Chennai based on business requirements.
- Experienced: I have been made aware that I will be required to work from office based on business requirement.
- Freshers: I have been made aware that I will need to report to office post completion of my training program or as per business requirement.

**Vaccination:**

- I was offered company sponsored vaccination or reimbursement of vaccination cost by AGS Recruitment SPOC.

**Shift Hours / Process / Project:**

- I will be required to work any 9 hour shift and be deployed in any project / process based on business requirements

**Compensation / Salary:**

- The take-home offered by AGS Health is pre-tax. Any professional /ESI/ income tax that is applicable will be deducted from the take-home offered

**Transport:**

- I will be eligible for a common point pick-up / home drop facility based on my shift hours as listed below

<b>Shift Hours</b>	<b>Common Point Pick-up</b>	<b>Home Drop</b>
Day shift	NO	NO
1pm to 10 pm	NO	YES
3pm - 12am	YES	YES
Evening / Night Shift	YES	YES
DST Timing	YES	YES

I understand and agree to abide by all the requirements mentioned above as part of my employment with AGS Health

Signature:

Date: **May 12, 2023**

## **Annexure 2 - EMPLOYMENT LETTER**

We are pleased to provide you an Employment Letter with AGS Health Private Limited ('the Company') with appropriate responsibilities for such role. This Agreement is effective as from your date of joining.

This letter will set forth the economic and key employment terms and conditions of your employment which are binding on both the Company and you, and by signing a copy of this letter, you accept our offer based on the valid consideration of a professional opportunity of employment with appropriate remuneration in our Company.

### **1. Probation Period**

You will be on Probation from the date of commencement of your employment for a period of six (6) months. Your probation period will continue to be so unless and until you are expressly confirmed in the regular service of the Company but in any event shall not be for a period exceeding one year.

Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion of a pre-employment background verification process.

In the event of your resigning from the services of the Company during probation period, you will be required to give one month notice or an amount equivalent to one month's gross salary in lieu thereof. However, it would be at the discretion of the Company to waive the notice period on a case-to-case basis.

### **2. Compensation & benefits**

Your compensation & benefits will be as mutually agreed and specified in the offer letter provided to you. During your employment period your compensation & benefits are subject to change based on your performance and based on the Company's performance. You will also be eligible to participate in other benefit plans that are made available by the Company from time to time, as applicable to your Grade. The Company reserves the right to terminate, change or modify any or all aspects of any compensation & benefits programs at any time.

As mutually agreed, between us, any incentive or variable pay that may be applicable to you, will be paid based on achievement of certain key result areas on such parameters as may be fixed by your reporting authority with your concurrence. Such payment being purely linked to performance will vary according to performance. Statutory Bonus as applicable will be paid to you at the appropriate rates either monthly or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48-hour working week.

### **3. Leave Policy**

You shall be governed by the Leave Policy of the Company as amended from time to time.

### **4. Medical Fitness**

You will be requested to provide medical fitness certificate or undergo certain medical tests either on your joining date or during your employment at the discretion of the management.

## 5. Other Key Employment Conditions:

i. The Company shall be entitled to modify the terms of your employment subject to applicable statutory legislations and after taking your due consent for the same. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedure, and policies framed, amended, modified, or omitted by the Company from time to time. Such announcement will be communicated through mail or through the **Employee Handbook**. Any non-compliance will be subject to disciplinary action. The Employee Handbook, as amended from time to time, will always be available with Human Resources Department and in Company's Intranet which will govern the conditions of your employment. It is your responsibility to go through the Employee Handbook and update yourself periodically with the changes that are made.

ii. You can be transferred to any location where the Company is carrying on its business, as per the business requirements of the Company.

iii. During the course of your Employment with the Company, you may be asked to sign a commitment bond, for undergoing certifications/ specialized training program provided by the Company. As part of the consideration for providing such learning opportunity, you fully agree to abide by all the terms and conditions of such bond, and you will not raise any objection or concerns at the time of signing such bonds.

iv. You warrant that you do not own or possess any information or property belonging to any of your previous employers and that your performance of your duties as an employee of the Company will not breach any inventions, assignment, proprietary or confidential information, declarations, and non-disclosure agreements with any of your former employers or any other party.

v. You are not allowed to undertake any other activity in the nature of employment or business except with the prior written consent of the Company whether or not you receive financial compensation for such activities. You understand that the position with AGS Health calls for full time employment and you are expected to commit yourself exclusively to the business of the Company. You cannot take up any other work whether by yourself or in the name of any of your family members, on part time or otherwise, whether for profits or not, or as freelancer, or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the course of your employment with the Company, without obtaining prior written consent of the Company.

vi. Any inventions, improvements, reports, manuals, or any other form of publication containing information relating to the services of the Company ("Intellectual Property Rights") you may produce or formulate during the course of your employment, shall always remain the property of the Company. You agree and understand that such Intellectual Property Rights in respect of any work created or performed will be deemed to have been assigned to the Company.

vii. You must always maintain highest degree of secrecy of the strategy, names of fellow employees, business lines, Intellectual Property Rights, records, and any other information relating to our Company as may be deemed as "confidential information" from time to time.

viii. If an Employee is paid any relocation allowance or special allowance or any joining bonus to the Employee and if the Employee leaves the Company, either voluntarily or involuntarily, within one (1) year from the date of joining the Company, such relocation allowance or special allowance or joining bonus must be refunded to the Company in full within 30-days time period.

If you are found to be violating any of these key employment conditions, you will be subjected to strict disciplinary action against you by the Company and you agree to abide by any decision that the Company may take in this regard including termination of your employment with the Company and / or claiming compensation for any damages suffered by the Company because of such violation. You agree that the Company can seek monetary damages as may be quantified by the Company for any such violation or breach of your employment, without having to show anything other than the fact of such breach or violation.



## **6. Termination of Employment**

During the term of your employment, your services with the Company are liable to be terminated at any time, by giving two months' notice except in case of a termination due to misconduct. The Employee shall be eligible for Salary and benefits only until the last date of actual employment with the Company. If the Employee is required to serve full notice period, he shall not be entitled to avail of (or adjust/set off) any accrued leave during / against such notice period.

## **7. Resignation by Employee**

i. You may terminate employment with the Company subject to you giving not less than two month's written notice to the designated officer of the Company.

ii. The Employee shall either be required to continue working for AGS Health for the full applicable notice period or for such short period as may be required for transition or be relieved from the services immediately, solely at the discretion of the management.

iii. If required by the management of the Company, you will also be required to train your replacement during such notice period.

## **8. Restrictions during and after employment**

You will not during the term of your employment with the Company and for a period of 1 (one) year following the date of termination of your employment, do or permit any of the following without prior written consent of the Company:

i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company.

ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things specified above; and

iii. Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization, or any business whether owned by you or not.

Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given above.

In view of the nature of your duties with the Company, and the compensation and benefits granted by the Company to you, each of the Company and you consider the undertaking in this paragraph to be reasonable in all circumstances. However, if one or more undertakings in this paragraph are held invalid as unenforceable or invalid for any reason by a competent court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operations as may be necessary to make them enforceable and valid.

**9. Indemnity**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Employment Letter, or any fraud, misconduct, or negligence on your part in the course of your employment with the Company

**10. Governing Law, Arbitration and Severability of Terms**

This Employment will be subject to jurisdiction of courts in Chennai, Tamil Nadu, India, without regard to its choice of law provisions. Any dispute or claim that arises out of this Employment Letter shall be resolved by final and binding arbitration in accordance with Indian Arbitration and Conciliation Act, 1996, by an arbitrator to be appointed by the Company. If any provision of this Employment Letter may be held invalid or unenforceable, such provision shall be ineffective without invalidating the remaining provisions of this Employment Letter.

If the terms of this Employment Letter are acceptable to you, please sign below. We

look forward to a long and mutually rewarding relationship.

Sincerely,



**Name: Prasad P K**

**Title: General Counsel – Legal and Corporate Affairs**

**ACCEPTANCE BY EMPLOYEE**

I have read & understood and agree to the above terms and conditions governing my services and employment with AGS Health Pvt Ltd.; I hereby agree to be legally bound by the same.

Signature of Employee:

Name: Umar Sathik batcha

Place: Vellore

Date: May 12,2023

Electronically signed by Umar Sathik batcha on 2023-05-12T09:04:25.953+00:00 Electronically signed from 152.58.221.193

**Ebr****in**  
Technologies



EMP CODE: 10093

**Manimaran Poovaragavan**

**Junior Java Developer**

#15, II FLOOR, R.P.S COMPLEX,  
KARUPS NAGAR, TRICHY MAIN ROAD  
THANJAVUR - 613 005.



## Warm Welcome

**Varun Karthik V**  
**Chennai, Tamil Nadu,**  
**India.**

**March 14, 2023**

### Sub: Letter of Appointment

Dear **Varun**,

I am pleased to extend the offer of employment on behalf of Photon Interactive Private Limited. (Hereinafter referred to as "**Photon**" or the "**Company**" as the context may require), on the following terms and conditions:

**Designation: Executive - Business Development**

**Job Band: JMI**

**Date of Joining: March 29, 2023**

**Work Location: DLF IT Park - Block 5, Chennai**

**Work Mode: Work from Office**

**Annual CTC:** Your Total Annual salary will be **INR750,000/-** per annum. The salary structure is described in the Salary Stack-Up Sheet (**Annexure-1**).

Your individual remuneration is a matter purely between yourself and the company and has been arrived at the basis of your job, skill specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

**Other Benefits:** You will be eligible for the following:

- a. Leave & holidays as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/ or based on functional requirements as determined by the company

**Increment and Promotions:** Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are ordinarily given on an annual basis.

**Retirement Age:** You shall retire in the normal course from your services of the company on attaining the age of superannuation that is on the first working day following your 60<sup>th</sup> birthday or earlier if you are found to be medically unfit.

**Probationary Period:** You will be on probation for a period of six months. At the end of the probation period, your performance will be reviewed, and the management reserves the right to confirm your services or extend the probation period. Your services may be terminated without any notice during probation period.

PHOTON INTERACTIVE PRIVATE LIMITED

Page 1/01 - DLF IT Park, Block 5, Floor 2, 1/134, Aland Poyyamudhir Road, Maragudalur, Chennai-600 095, Tamil Nadu, IN  
T + 91 94 3661 8000 www.photon.in | 02250172013 | 02250172014



PHOTON

**Six Months Commitment:** You acknowledge that substantial costs have been invested in the selection process and for training you and, as such, you undertakes not to resign from the services of the Company, for any reason whatsoever, for a minimum period of Six months from the date of joining the services of the Company. In case, for any reason, you resign from the services of the Company before the said period of Six months, then you shall forthwith to pay three months' Gross salary (last drawn) being the compensation for the monetary and non-monetary costs incurred by the Company.

**Termination / Notice Period:** We hope your association with us will be a very long one. However, this association may be terminated by either party by giving three months-notice. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline, any other serious dereliction of duties or other misconduct that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

Photon reserves the right to pay or recover salary in lieu of notice period.

**Travel:** You may have to undertake travel on company work for which you will be reimbursed travel expenses as per the company policy applicable to you.

**Transfer:** Based on business requirements, your services are liable to be transferred in such capacity as the company may from time to time determine to any other location within or outside India, department, function, establishment, or branch of the company or subsidiary, associate or Affiliate Company, either in existence or which may come into existence. In such cases you will be governed by the terms and conditions of service applicable to the new assignment.

Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

**Medical Fitness:** By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon, to undergo medical examinations, as the management may deem necessary. In the event the examination reveals any ailment including any physical or mental impairment, that (1) prevents or hinders your from performing your assignment effectively or (2) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect, without any compensation or notice.

**Conflict Of Interests:** You are required to engage yourself exclusively in the work assigned by Photon and shall not undertake any independent or individual assignments (whether the same is Part time or full time, in an advisory capacity or otherwise) directly or indirectly, with or without compensation, without the express written consent of the Photon Management. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the Company.



**PHOTON**

**Confidentiality:** Upon reporting to work, you may be required to execute a Confidentiality Agreement in favor of the Company and/or its customers. In the event of breach by you of this confidentiality provision and/or the provisions of the Confidentiality Agreement, while in the services of the Company or thereafter, the Company will be at liberty to initiate appropriate legal proceedings against you.

As an employee you will have access to the confidential information of the Company and to the valuable trade and business connections belonging to the Company, which are essential to the continued success of the Company. The disclosure of any such confidential information or exploitation of such trade or business connection otherwise than to the benefit of the Company would do serious damage, financial and otherwise to its business. Therefore, you shall not, without the prior written consent of the Company, during your period of employment and for a period of two years after the exit, whether alone or jointly with, or as principal, partner, agent, director, employee, or as consultant, directly or indirectly be engaged, in any executive or technical capacity, in any business concern which shall be in competition with any of the businesses carried on by the Company as on the date of exit, for whatever reason.

**Intellectual Property Ownership:** You hereby agree that any idea, invention, design or discovery, and any intellectual property rights arising there from, whether conceived or made by you alone or with others, during the employment (whether during the course of your normal duties or other duties specifically assigned to you and whether during normal working hours or using the facilities of the Company or otherwise) which relate to the business of the Company or not, are the property of the Company and you hereby assign any such rights which originally vest in you to the Company and unconditionally and irrevocably waive all moral rights in the same.

If you conceive or make or are involved in developing any such idea, invention, design or discovery and any intellectual property rights arising there from, you will immediately disclose all information concerning the same to the Company (but otherwise keep the same confidential) and at the Company's request assign (and do everything necessary to assist in the assignment of) your intellectual property rights in the same in any jurisdiction worldwide to the Company without receiving payment.

You hereby agree to enter into a detailed intellectual property assignment agreement, with Company and/or its customers, when requested by Company.

**Change in Personal Data:** You will keep us informed in writing of any change in your residential address, your civil status, and educational Professional Qualification, so as to keep all records updated and accurate at all times. Any notice required to be given to you shall be deemed to have been duly and properly served if delivered to you personally or thru e-mail or sent by registered post to you at your address, as recorded with the company.

**Statement of Facts:** It must be specifically understood that this offer is made based on your proficiency on the technical / professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, any information furnished by you in your application or during the selection process is found to be incorrect/false/misleading, and/or if it is found that you have suppressed any material information in respect of your qualification or past experience, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

You covenant that as at the date of joining Company you will not be under any obligation, restriction or duty, whether express or implied, to any third party which might or will adversely affect your ability to enter into this employment or which might or will prevent or restrict you wholly or in part, from performing the duties herein.

**Policies and Practices:** The employment terms contained in this letter are not exhaustive and are subject to company policies. You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend/abrogate/modify/ rescind from time to time and to indemnify the Company for any loss suffered as a consequence of a breach by you of the Company's rules, regulations, instructions, policies, practices and procedures.



**PHOTON**

**Undertaking:** By signing this offer letter you have accepted the said offer and you have commitment to join the Company as mentioned in the offer letter. You understand and acknowledge that based on your acceptance Company has made the resource planning for its projects. Your failure or refusal to join the Company after your acceptance will seriously affect Company's project leading to business loss.

If you fail or refuse to join the Company as mentioned in the offer letter after accepting the same, the Company has the right to recover the cost involved in your recruiting process; you are liable to pay the cost or an amount equivalent to 10% of the offered CTC whichever is higher. Failing which the Company reserves its right to recover the same and take such action as it deems necessary, including but not limited to obtaining ex parte garnishee court orders from appropriate courts of law, initiating criminal and civil action, and other such actions.

All Company policies are available on the Company Intranet. You are advised to go through these policies and strictly adhere to them.

Violation, Non compliance or breach of any of the Company policies and regulations shall be considered as serious misconduct and dereliction of duty, which can call for immediate termination of employment.

Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provision of this agreement shall continue in full force and effect.

You are required to report to the Photon office (**Photon Interactive Pvt Ltd, # 1 / 124, Mount Poonamallee Road, Shivaji Gardens, Manapakkam, Chennai - 600 089.**) at **9.00 am** on the date of your joining, and the offer stands withdrawn thereafter, unless the reporting date is extended and communicated to you in writing. Please ensure that you reach the office at the designated time for the joining formalities.

We hope that our association will be a long, fruitful and mutually satisfactory one.

Yours sincerely,

**For Photon Interactive Private Limited.**



**RENIL KUMAR E K**  
**CHIEF HUMAN RESOURCE OFFICER**

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND FULLY UNDERSTOOD AND ACCEPT ALL THE CONTENTS OF THIS EMPLOYMENT LETTER AND THAT I AM VOLUNTARILY ENTERING INTO THIS EMPLOYMENT. I UNDERSTAND THAT I AM REQUIRED TO SIGN THIS EMPLOYMENT LETTER AS A CONDITION OF MY EMPLOYMENT.

Signature:

Date:

**Enclosures:**

Annexure 1- Salary Stack Up Sheet;



PHOTON

DLF-IT Park, Block 5, Floor 2,  
1/124, Mount Poonamallee Road,  
Manapakkam, Chennai - 600 089.

**Annexure- I Salary**

**Stack-Up Sheet**

**Name:** Varun Karthik V

**Designation:** Executive - Business Development

**Salary details (Computed on a monthly basis):**

Basic	Rs.18,750/-
HRA	Rs.9,375/-
Other Allowances	Rs.4,613/-
Gross Salary	Rs.32,738/-

- This compensation is subject to statutory deductions viz. PF (Employee's contribution), Professional tax and Income tax etc. as per the statutory requirements.

**Total Compensation details (Annual Basis)**

Gross Salary	Rs.392,856/-
PF (Employer's Contribution)	Rs.21,600/-
Gratuity ***	Rs.10,824/-
Bonus (Statutory) **	Rs.24,720/-
Performance Linked Incentive **	Rs.300,000/-
Cost to the Company	Rs.750,000/-

\* Bonus payable on a Monthly basis.

\*\* Paid on a bi-annual basis, subject to your Individual performance.

\*\*\* Payable as per the prevailing norms of The Payment of Gratuity Act 1972.

For Photon Interactive Private Limited,

**RENIL KUMAR E K**  
**CHIEF HUMAN RESOURCE OFFICER**



# Thyrocare®

Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

Ms. V. SUVITHA  
D/o. N. Vengatesh Kumar  
No 13/B, Nethaji Street  
Pattukottai - 614601

Greetings Ms. V. SUVITHA,

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 06/09/2023, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 28,000/-.

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®

Think Thyroid. Think Thyrocare.

## Thyrocare Technologies Limited

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



## APPOINTMENT ORDER

To

Ms. V. DHANA LAKSHMI  
D/o. X. Joseph Fernandes  
12/B, Rajiv Gandhi Street  
Mudaliarpet  
Pondicherry

Dear Ms. V. DHANA LAKSHMI,

Sub: Appointment Order - reg.

Based on the campus interview at PRIST University, Thanjavur, we are delighted to officially appoint you to the position of Lab Technician Delta Lab, Pondicherry. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

Job Title	:	Lab Technician
Department	:	Clinical Biochemistry
Reporting to	:	Dr. T. Radhiga, Lab Manager, Delta Lab
Start Date	:	24.07.2023
Compensation	:	Rs. 28,000/- per month

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

[K. RAMASAMY]



Date: 03/07/2023

**APPOINTMENT ORDER**

To

Ms. B. ANUSUYA  
D/o. G. Bhranidharan  
Door No 15/2, Murugan Kovil Street  
Ayyampettai - 614201

Dear Mr. SIVA RAMAKRISHNAN. N. S,

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 13/07/2023

2. Compensation Package

You will be paid Rs. 28,000/- 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.,





## MICRO LABS LIMITED

No-11, Bnak Street, Kilpauk, Chennai - 600010, INDIA

---

Date: 22/08/2023

### OFFER OF AN APPOINTMENT

Dear Mr. M. KISHOR,

Sub: Letter of Appointment - reg.

With reference to your application & subsequent interviews with us we are pleased to offer you the post of Research Associate in our organization as per agreed terms and condition.

Your consolidated package Rs.35,000/- per month will be as per dissuasion at the time of interview you will be on probation period for six months from the date of joining. Your date of joining will be on or before date 12/09/2023. The detailed Appointment Letter and Job Description will be issued later on.

Please find a duplicate copy of this letter and return it back to us duly signed as a token of your acceptance.

We welcome you in our organization and wish you a long and prosperous career with us.

With best wishes

Sincerely,

For Micro Labs Limited

Authorized Signatory



# Thyrocare®

The Trust. The Truth.

## APPOINTMENT LETTER

To

Ms. B. PAVITHRA  
D/o. S. Balamurugan  
Thanjavur -613006.

Greetings Ms. B. PAVITHRA,

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 06/09/2023, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 28,000/-.

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®

Think Thyroid. Think Thyrocare.

## Thyrocare Technologies Limited



Date: 03/07/2023

**APPOINTMENT ORDER**

To

Mr. M. KAVYAN,  
S/o. K. Mohanachandran  
No 4, Mannai Salai  
Muthupet - 614704

Dear Mr. M. KAVYAN,

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 13/07/2023

2. Compensation Package

You will be paid Rs. 28,000/- 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.,



# Thyrocare®

Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

Ms. V. ARUNA  
D/o. K. Vanjinathan  
No 7, BSB Complex  
Win Nagar  
Sengipatti - 613402,

Greetings Ms. V. ARUNA,

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 06/09/2023, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 28,000/-.

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®

Think Thyroid. Think Thyrocare.

## Thyrocare Technologies Limited



## MICRO LABS LIMITED

No-11, Bnak Street, Kilpauk, Chennai - 600010, INDIA

---

Date: 22/08/2023

### OFFER OF AN APPOINTMENT

Dear Ms. M. AJITHA,

Sub: Letter of Appointment - reg.

With reference to your application & subsequent interviews with us we are pleased to offer you the post of Research Associate in our organization as per agreed terms and condition.

Your consolidated package Rs.35,000/- per month will be as per dissuasion at the time of interview you will be on probation period for six months from the date of joining. Your date of joining will be on or before date 12/09/2022. The detailed Appointment Letter and Job Description will be issued later on.

Please find a duplicate copy of this letter and return it back to us duly signed as a token of your acceptance.

We welcome you in our organization and wish you a long and prosperous career with us.

With best wishes

Sincerely,

For Micro Labs Limited

Authorized Signatory







**APPOINTMENT ORDER**

To

Mr. M. VIGNESH  
S/o. R. Mahesk Kumar  
Thanjavur

Dear Mr. M. VIGNESH,

Sub: Appointment Order - reg.

Based on the campus interview at PRIST University, Thanjavur, we are delighted to officially appoint you to the position of Lab Technician Delta Lab, Pondicherry. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

Job Title	:	Lab Technician
Department	:	Clinical Biochemistry
Reporting to	:	Dr. T. Radhiga, Lab Manager, Delta Lab
Start Date	:	24.07.2023
Compensation	:	Rs. 28,000/- per month

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

[K. RAMASAMY]



## APPOINTMENT ORDER

To

Mr. K. SARAVANAN  
S/o. A. Karthikeyan  
Door No 6/13, Om Sakthi Complex  
Vandikara Street  
Chidambaram - 608001

Dear Mr. K. SARAVANAN,

Sub: Appointment Order - reg.

Based on the campus interview at PRIST University, Thanjavur, we are delighted to officially appoint you to the position of Lab Technician Delta Lab, Pondicherry. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

Job Title	:	Lab Technician
Department	:	Clinical Biochemistry
Reporting to	:	Dr. T. Radhiga, Lab Manager, Delta Lab
Start Date	:	24.07.2023
Compensation	:	Rs. 28,000/- per month

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

[K. RAMASAMY]

Appointment Order

Date: 05/07/2023

Dear Mr. N. SIVA,

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. 18,000/- Month

Joining Date: 26/07/2023

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: 03/07/2023

**APPOINTMENT ORDER**

To

Ms. V. ABITHA  
D/o. C. Vadivelan  
10 B, Saravana Complex  
Pattukkottai - 614601

Dear Ms. V. ABITHA,

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 13/07/2023

2. Compensation Package

You will be paid Rs. 28,000/- 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: 05/07/2023

Dear Mr. R. KARTHIKEYAN,

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. 18,000/- Month

Joining Date: 26/07/2023

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: 05/07/2023

Dear Ms. E. YOGESH,

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. 18,000/- Month

Joining Date: 26/07/2023

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.,



July 18, 2023



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : J. GOWSALYA  
DEPARTMENT : B.SC., MICROBIOLOGY  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9894252418

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](mailto: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.*



Nov 03, 2023

Dear Ms. R. GUNASEELI,

This is reference to your application for employment and the subsequent interview you had with us for the position of **Assistant - Quality Control in Kothari Sugars and Chemicals Ltd, Chennai**. Pursuant to the interview and the subsequent discussions we had, we are pleased to make an offer for the aforesaid position on terms and conditions given below:

1. You shall join on or before **13<sup>th</sup> Nov, 2023**, failing which, the offer stands automatically revoked unless extended by the Company, by issuing a letter in this behalf.
2. You shall receive a monthly salary of **Rs. 10,000/-**
3. The remuneration has taken into consideration the status and responsibility of the appointment and as such you shall not be entitled to any other payment by way of deferred wage, over time, extra duty and other allowances normally payable to non-management staff.
4. Company at its discretion may transfer you at any time to any office of the Company or its associate organizations, depending upon the Company's priorities and exigencies of work.
5. The Provident Fund and as per statutory provisions and Company rules, as the case may be, shall be included in the Cost to Company.

Kindly sign on this copy and return to us as acceptance of this Offer.

Yours faithfully,

for **Kothari Sugars and Chemicals Ltd**

*J. Victor Antony*  
**J. Victor Antony**

**Human resources**





Date:24/07/2023

To

Mr. S. MANIKANDARAJA  
S/o. A. Somasundaram  
No.369/3, South Street  
Ponnappur - Po  
Orathanadu - Tk  
Thanjavur - 614 904

Greetings Mr. S. MANIKANDARAJA,

Sub: Letter of Appointment - reg.

Congratulations! We are pleased to confirm that you have been selected to work for Suma Agro India Private Limited, Chennai. We are delighted to make you the following job offer. The position we are offering you is that of Quality Controller - Microbiology at a monthly salary of Rs.14,000/- per month. This position reports to Dr. P. Selvaraj, Senior Scientist. Your working hours will be from 9AM to 6PM, Monday to Saturday.

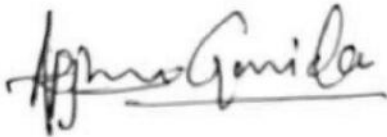
Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Employees' Provident Fund)

We would like you to start work on 07/08/2023, at 9.30 AM. Please report to Mr. K. Ravichandran, HR Department for documentation and orientation. If this date is not acceptable, please contact me immediately.

Sincerely,

For SUMA AGRO INDIA PRIVATE LIMITED.,



Arjunan Govindan  
Senior Manager - Human Resources

**SUMA AGRO**  
INDIA PRIVATE LIMITED

Nov 03, 2023

Dear Mr. R. KARTHICKRAJA,

This is reference to your application for employment and the subsequent interview you had with us for the position of **Assistant - Quality Control in Kothari Sugars and Chemicals Ltd, Chennai**. Pursuant to the interview and the subsequent discussions we had, we are pleased to make an offer for the aforesaid position on terms and conditions given below:

1. You shall join on or before **13<sup>th</sup> Nov, 2023**, failing which, the offer stands automatically revoked unless extended by the Company, by issuing a letter in this behalf.
2. You shall receive a monthly salary of **Rs. 10,000/-**
3. The remuneration has taken into consideration the status and responsibility of the appointment and as such you shall not be entitled to any other payment by way of deferred wage, over time, extra duty and other allowances normally payable to non-management staff.
4. Company at its discretion may transfer you at any time to any office of the Company or its associate organizations, depending upon the Company's priorities and exigencies of work.
5. The Provident Fund and as per statutory provisions and Company rules, as the case may be, shall be included in the Cost to Company.

Kindly sign on this copy and return to us as acceptance of this Offer.

Yours faithfully,

for **Kothari Sugars and Chemicals Ltd**

  
**J. Victor Antony**

**Human resources**



July 18, 2023



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : R. POONGOTHAI  
DEPARTMENT : B.SC., MICROBIOLOGY  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9892726246

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](mailto: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.*





Hatsun Agro Product Ltd.

Registered Office:

No.41 (49), Janakiram Colony Main Road,  
Janakiram Colony, Arumbakkam,  
Chennai - 600 106, Tamil Nadu, India.

02/07/2023

To

Mr. U. SANJAI  
S/o. R. Udayaraj  
Door No. 8B, Kasankulam South Street  
Patukkottai - 614601

Dear Mr. U. SANJAI,

Sub: Letter of Appointment - reg.

Regarding your application for a job with **Hatsun Agro Product Limited, Chennai**, 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 12/07/2023, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 14,000/-.

We warmly welcome you to the **Hatsun Agro Product Limited** and wish you every success in your work with us.

Yours faithfully,

**For Hatsun Agro Product Limited**

**Authorized Signatory**



**Hatsun Agro Product Limited**



Date:24/07/2023

To

Mr. M. SASIKUMAR  
S/o. J. Marimuthu  
No 11, Keelaveedhi  
Thanjavur - 614904

Greetings Mr. M. SASIKUMAR,

Sub: Letter of Appointment - reg.

Congratulations! We are pleased to confirm that you have been selected to work for Suma Agro India Private Limited, Chennai. We are delighted to make you the following job offer. The position we are offering you is that of Quality Controller - Microbiology at a monthly salary of Rs.14,000/- per month. This position reports to Dr. P. Selvaraj, Senior Scientist. Your working hours will be from 9AM to 6PM, Monday to Saturday.

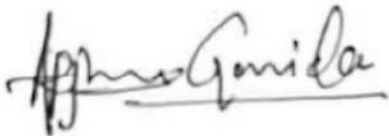
Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Employees' Provident Fund)

We would like you to start work on 07/08/2023, at 9.30 AM. Please report to Mr. K. Ravichandran, HR Department for documentation and orientation. If this date is not acceptable, please contact me immediately.

Sincerely,

For SUMA AGRO INDIA PRIVATE LIMITED.,



Arjunan Govindan  
Senior Manager - Human Resources

**SUMA AGRO**  
INDIA PRIVATE LIMITED



## ANDIRAN HEALTHTECH PRIVATE LIMITED

310, Second Floor, Anna Incubator,  
Platinum Jubilee building, AC Tech Campus,  
Anna University, Guindy, Chennai, Tamil Nadu 600025

Phone: +919361944260  
people@andiran.in  
CIN: U62013TN2023PTC161825

Mr. Samu R,  
1/4, Yoganayagipuram,  
Cholagankarai, Therkukottai,  
Thanjavur District,  
Tamil Nadu – 614 626

Date: 30.08.2024

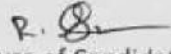
### Subject - Offer of Appointment

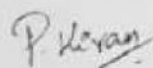
Dear Mr. Samu R,

It is our pleasure to welcome you to Andiran Healthtech Private Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our organization as **Junior Backend Developer**.
2. Your "Annual Total Cash Compensation" will be INR 2,00,000 (Indian Rupees Two Lakhs only). Please refer to **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in Annexure-B.
5. You are required to join on or before **01-September-2024**. The details of the joining location will be shared with you at a later date. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. **On the date of joining, you are requested to carry originals of, ID Proof (Aadhaar & PAN Card) Education Certificates, Previous Employment Service letters, Last drawn Salary Slip (Last 3 Months), Passport and any other relevant documents. You are requested to bring self-attested the copies of the same to be submitted to the HR Team on Joining.**
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. **Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to people@andiran.in latest by 31-August-2024.**
9. For any clarification / further Information on Employment terms and conditions, please get in touch with us at people@andiran.in

For Andiran Healthtech Private Limited

  
Signature of Candidate



Kiran Panneerselvam  
Director



Accepted Date: 5.9.2024

Encl: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Confidentiality Agreement), Annexure E – (Intellectual property Assignment), Annexure F – (General Covenant).



**Coimbatore.**

**Dear Karthikeyan. R,**

**Sub: Provisional Offer Letter for Trainee Tutor.**

We are pleased to offer you the provisional position for a "Trainee Tutor".

You will be appointed as an "Online Tutor" on successfully completing the training and surpassing quality benchmarks and other necessary parameters as per standards set by Focus Edumatics Pvt. Ltd. If at any stage, you do not qualify the certification or any other training requirements, then this appointment and offer stands null and void with immediate effect.

On your appointment, the remuneration during your training period will be **Rs 6000/-** (Six Thousand Only) till the time that you successfully complete your certification, which could be around **30-60 days maximum** from your date of joining us. After you complete your training & certification, your total annual compensation package will be **Rs. 2,52,000/- (Rupees Two Lakh Fifty Two Thousand Only)**. This will be the cost to the Company, but not limited to the Basic Salary and other Components as per the Company's Salary Structure. The details of the same will be forwarded to you upon receiving your job acceptance.

You would be required to submit your original SSLC marks card and highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period as per below terms and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you along with this offer-letter, which you would be required to produce at the time of redeeming your original documents.

- You will be bound to serve a notice-period of 2 months in case you want to resign from the Organization.
- Your Certificates will be locked-in for a period of One Year. During this Lock-in period if you resign then you will have to serve the notice period or reimburse the salary equivalent to notice-period to the company.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.

With you good luck.

Yours truly,

**Ajith kumar S**

**HR Executive**

**Focus Edumatics Pvt. Ltd.**

**Coimbatore – 18.**

**Name: Karthikeyan. R**

**Signature:**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMR-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bejai Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

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



Coimbatore.

Dear Kowsalya K,

**Sub: Provisional Offer Letter for Trainee Tutor.**

We are pleased to offer you the provisional position for a "Trainee Tutor".

You will be appointed as an "Online Tutor" on successfully completing the training and surpassing quality benchmarks and other necessary parameters as per standards set by Focus Edumatics Pvt. Ltd. If at any stage, you do not qualify the certification or any other training requirements, then this appointment and offer stands null and void with immediate effect.

On your appointment, the remuneration during your training period will be **Rs 6000/-** (Six Thousand Only) till the time that you successfully complete your certification, which could be around **10-20** days **maximum** from your date of joining us. After you complete your training & certification, your total annual compensation package will be **Rs. 2,32,000/-** (Rupees Two Lakh Fifty Two Thousand Only). This will be the cost to the Company, but not limited to the Basic Salary and other Components as per the Company's Salary Structure. The details of the same will be forwarded to you upon receiving your job acceptance.

You would be required to submit your original SSLC marks card and highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period as per below terms and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you along with this offer-letter, which you would be required to produce at the time of redeeming your original documents.

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- Your Certificates will be locked-in for a period of One Year. During this Lock-in period if you resign then you will have to serve the notice period or reimburse the salary equivalent to notice-period to the company.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.

Wish you good luck.

Yours truly,  
Ajith kumar S  
HR Executive  
Focus Edumatics Pvt. Ltd.  
Coimbatore – 18.

Name: Kowsalya K

Signature:

**FOCUS EDUMATICS PVT. LTD.**  
# 1605, 3rd Floor, BNH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.  
Reg. Office: #401, 405, 4th Floor, Dalmeida House, J. Bajaj Road, Naxos Point, Mumbai - 400 021.  
CIN : U85110MH2004PTC268264

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





**Coimbatore.**

Dear Saranya K,

**Sub: Provisional Offer Letter for Trainee Tutor.**

We are pleased to offer you the provisional position for a "Trainee Tutor".

You will be appointed as an "Online Tutor" on successfully completing the training and surpassing quality benchmarks and other necessary parameters as per standards set by Focus Edumatics Pvt. Ltd. If at any stage, you do not qualify the certification or any other training requirements, then this appointment and offer stands null and void with immediate effect.

On your appointment, the remuneration during your training period will be **Rs 6000/-** (Six Thousand Only) till the time that you successfully complete your certification, which could be around **10-20** days **maximum** from your date of joining us. After you complete your training & certification, your total annual compensation package will be **Rs. 2,52,000 /- (Rupees Two Lakh Fifty Two Thousand Only)**. This will be the cost to the Company, but not limited to the Basic Salary and other Components as per the Company's Salary Structure. The details of the same will be forwarded to you upon receiving your job acceptance.

You would be required to submit your original SSLC marks card and highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period as per below terms and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you along with this offer letter, which you would be required to produce at the time of releasing your original documents.

- You will be bound to serve a notice-period of 2 months in case you want to resign from the Organization.
- Your Certificates will be locked-in for a period of One Year. During this Lock-in period if you resign, then you will have to serve the notice period or reimburse the salary equivalent to notice-period to the company.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.

Wish you good luck.

Yours truly,

**Ajith Kumar S**

HR Executive

Focus Edumatics Pvt. Ltd.

Coimbatore - 18.

Name: Saranya K

Signature:

**FOCUS EDUMATICS PVT. LTD.**

# 100, 3rd Floor, SRI/SriLax Complex, Trichy Road, Coimbatore- 641 018.

Reg. Office: #421, 405, 4th Floor, Dalamal House, J. Baji Road, Nariman Point, Mumbai - 400 021.

CIN : U05110MH2004PTC263264

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



**Coimbatore.**

**Dear Manikandan,S,**

**Sub: Provisional Offer Letter for Trainee Tutor.**

We are pleased to offer you the provisional position for a "Trainee Tutor".

You will be appointed as an "Online Tutor" on successfully completing the training and surpassing quality benchmarks and other necessary parameters as per standards set by Focus Edumatics Pvt. Ltd. If at any stage, you do not qualify the certification or any other training requirements, then this appointment and offer stands null and void with immediate effect.

On your appointment, the remuneration during your training period will be **Rs 6000/-** (Six Thousand Only) till the time that you successfully complete your certification, which could be around **30-60 days maximum** from your date of joining us. After you complete your training & certification, your total annual compensation package will be **Rs. 2,52,000/- (Rupees Two Lakh Fifty Two Thousand Only)**. This will be the cost to the Company, but not limited to the Basic Salary and other Components as per the Company's Salary Structure. The details of the same will be forwarded to you upon receiving your job acceptance.

You would be required to submit your original SSLC marks card and highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period as per below terms and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you along with this offer-letter, which you would be required to produce at the time of resubmitting your original documents.

- You will be bound to serve a notice-period of 2 months in case you want to resign from the Organization.
- Your Certificates will be locked-in for a period of One Year. During this Lock-in period if you resign then you will have to serve the notice period or reimburse the salary equivalent to notice-period to the company.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.

Wish you good luck.

Yours truly,  
**Ajith kumar S**  
**HR Executive**  
**Focus Edumatics Pvt. Ltd.**  
**Coimbatore - IR.**

**Name: Manikandan,S**

**Signature:**

**FOCUS EDUMATICS PVT. LTD.**  
# 1005, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.  
Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Dajaj Road, Nariman Point, Mumbai - 400 021.  
CIN : UB110MH2004PTC263284

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



Coimbatore.

Dear **Santhosh K**,

**Sub: Provisional Offer Letter for Trainee Tutor.**

We are pleased to offer you the provisional position for a "Trainee Tutor".

You will be appointed as an "Online Tutor" on successfully completing the training and surpassing quality benchmarks and other necessary parameters as per standards set by Focus Edumatics Pvt. Ltd. If at any stage, you do not qualify the certification or any other training requirements, then this appointment and offer stands null and void with immediate effect.

On your appointment, the remuneration during your training period will be **Rs 6000/-** (Six Thousand Only) till the time that you successfully complete your certification, which could be around **20-30** days **maximum** from your date of joining us. After you complete your training & certification, your total annual compensation package will be **Rs. 2,52,000/- (Rupees Two Lakh Fifty Two Thousand Only)**. This will be the cost to the Company, but not limited to the Basic Salary and other Components as per the Company's Salary Structure. The details of the same will be forwarded to you upon receiving your job acceptance.

You would be required to submit your original SSLC marks card and highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period as per below terms and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you along with this offer-letter, which you would be required to produce at the time of redeeming your original documents.

- You will be bound to serve a notice-period of 2 months in case you want to resign from the Organization.
- Your Certificates will be locked-in for a period of One Year. During this Lock-in period if you resign then you will have to serve the notice period or reimburse the salary equivalent to notice-period to the company.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

Kindly sign the copy of this letter and return as token of your acceptance.

Wish you good luck.

Yours truly,  
**Ajith kumar S**  
HR Executive  
Focus Edumatics Pvt. Ltd.  
Coimbatore – 18.

Name: **Santhosh K**

Signature:

**FOCUS EDUMATICS PVT. LTD.**  
# 1606, 3rd Floor, BMH-Srinivas Complex, Trothy Road, Coimbatore - 641 018.  
Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajar Road, Nariman Point, Mumbai - 400 021.  
CIN : U85110MH2004PTC263264

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

## Letter Of Intent

Date: 26/06/2023

Dear Priyadharshini S,

As per your request/application we are pleased to offer you the position of a Customer Care Trainee at our Coimbatore office. This training position is for a term of 6 (Six) months beginning , subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for a job based training to get better understanding of the processes on the job and work floor. During this period your salary will be 2.16 Lakhs per annum. Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of **6 months** on the job training, you will be offered a full time Business Associate role and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in on going planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

**Please bring the following documents While Visiting Office**

1. A copy of Resume
2. A copy of the Experience Certificate (if any)
3. A copy of the Matriculation Certificate & Under Graduation or Graduation Certificates
4. A copy of Residential Proof (Driving License/ Voter ID Card, Passport, etc.)
5. A copy of Aadhar Card ( Self and Family Members )
6. A copy of PAN Card
7. Pass port Size Photos (4 Nos)
8. Bank statement or Cancelled Cheque Leaf

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme. Please indicate your acceptance by signing a copy of this letter.

**Note: Offer Letter is Valid till October 2023.**

Sincerely,  
HR –Manager  
B.Sanjevi

### ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature :  
Name : Priyadharshini S  
Date :



## Letter Of Intent

Date: 26/06/2023

Dear Archana R,

As per your request/application we are pleased to offer you the position of a Customer Care Trainee at our Coimbatore office. This training position is for a term of **6 (Six)** months beginning, subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for a job based training to get better understanding of the processes on the job and work floor. During this period your salary will be 2.16 Lakhs pgr annum. Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of **6 months** on the Job training, you will be offered a full time Business Associate role and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in on going planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

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Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme. Please indicate your acceptance by signing a copy of this letter.

Note: Offer Letter is Valid till October 2023.

Sincerely,  
HR –Manager  
B.Sanjevi

### ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature :  
Name : Archana R  
Date :



HRHNEXT SERVICE PVT.LTD

388-A, Corporate Circle,  
2<sup>nd</sup> Floor, DFF/3a Res Scan Centre  
Verhada Road, Mettupalayam Road,  
Coimbatore-641002  
www.hrhnext.com

## Letter Of Intent

Date: 26 /06/2023

Dear Dinesh M,

As per your request/application we are pleased to offer you the position of a Customer Care-Trainee at our Coimbatore office. This training position is for a term of 6 (Six) months beginning , subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for a job based training to get better understanding of the processes on the job and work floor. During this period your salary will be 2.15 Lakhs per annum. Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months on the Job training, you will be offered a full time Business Associate role and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in on going planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

Please bring the following documents While Visiting Office

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3. A copy of the Matriculation Certificate & Under Graduation or Graduation Certificates
4. A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
5. A copy of Aadhar Card ( Self and Family Members )
6. A copy of PAN Card
7. Pass port Size Photos (4 Nos)
8. Bank statement or Cancelled Cheque Leaf

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme. Please indicate your acceptance by signing a copy of this letter.

Note: Offer Letter is Valid till October 2023.

Sincerely,  
HR – Manager  
B.Sanjevi

### ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature :  
Name : Dinesh M  
Date :



HRHNEXT SERVICE PVT.LTD

714-A, Corporate Castle,  
2<sup>nd</sup> Floor,OPP/10, Box Scan Centre  
Veriada Road, Mettupalayam Road,  
Coimbatore-641002  
www.hrhnext.com

## Letter Of Intent

Date: 26/06/2023

Dear Gayathri K,

As per your request/application we are pleased to offer you the position of a Customer Care Trainee at our Coimbatore office. This training position is for a term of 6 (Six) months beginning , subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for a job based training to get better understanding of the processes on the job and work floor. During this period your salary will be 2.16 Lakhs per annum. Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months on the Job training, you will be offered a full time Business Associate role and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (Stipend/ Salary); and
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5. A copy of Aadhar Card ( Self and Family Members )
6. A copy of PAN Card
7. Pass port Size Photos (4 Nos)
8. Bank statement or Cancelled Cheque Leaf

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme. Please indicate your acceptance by signing a copy of this letter.

**Note: Offer Letter is Valid till October 2023.**

Sincerely,  
HR –Manager  
B.Sanjevi

### ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature :  
Name : Gayathri K  
Date :



HRHNEXT SERVICE PVT.LTD

754-A, Corporate Centre,  
2<sup>nd</sup> Floor, GPP/10 Rex Scan Co  
Verkuda Road, Mettupalayam  
Coimbatore-641002  
www.hrhnext.com

## Letter Of Intent

Date: 26/06/2023

Dear Anand K,

As per your request/application we are pleased to offer you the position of a Customer Care-Trainee at our Coimbatore office. This training position is for a term of 6 (Six) months beginning, subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for a job based training to get better understanding of the processes on the job and work floor. During this period your salary will be 2.16 Lakhs per annum. Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months on the job training, you will be offered a full time Business Associate role and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in on going planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

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2. A copy of the Experience Certificate (if any)
3. A copy of the Matriculation Certificate & Under Graduation or Graduation Certificates
4. A copy of Residential Proof (Driving License/ Voter ID card, Passport, etc.)
5. A copy of Aadhar Card ( Self and Family Members )
6. A copy of PAN Card
7. Pass port Size Photos (4 Nos)
8. Bank statement or Cancelled Cheque Leaf

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme. Please indicate your acceptance by signing a copy of this letter.

Note: Offer Letter is Valid till October 2023.

Sincerely,  
HR -Manager  
B.Sanjeevi

### ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature :  
Name : Anand K  
Date :