



5.2.1 Placement Offer Letters

6/8/2021

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP_Enrollment_Letter_Template&user=20777661&i...

June 8, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear JOE KURIAKOSE,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Aparna Shallen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of

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the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of INR 12, 00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium, 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

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In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is

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organized.

- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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Offer: Computer Consultancy
Ref: TCSL/DT20217854267/Chennai
Date: 07/07/2021

Ms. Jayanthi K S
40/74 ARoja Street Chelliamman Koil Nagar,
Atipet Ambattur,
Chennai-600058,
Tamilnadu.
Tel# -9952980141

Dear Jayanthi K S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

TCS Confidential
TCSL/DT20217854267

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 31 11 Email: careers@tcs.com



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BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

TCS Confidential
TCSL/DT20217854267

2

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

TCS Confidential
TCSL/DT20217854267

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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This contract of employment is made the day of 20th June 2021 between, U.MADHUMATHY, NO 7368 TNHB THIRUVERKADU MAIN ROAD, AYYAPPAKKAM (Employee name and address) hereinafter known as 'the Employee', and ZEUS SOLUTIONS, No.224/2 Nageswara Rao Road, Athipet, Vanagaram Road, Ambattur, Chennai - 58 (Employer name and address), hereinafter known as 'the Company'.

The Regulations and Conditions of Employment as set out herein will be deemed to constitute a "Contract of Employment", in fulfilment of current employment legislation. Employee agreeing to adhere to the Company's Conditions of Employment as mentioned below..

- (i) **Date of Commencement:** 1st JULY 2021
- (ii) **Place of Work:** The Employee shall be based for the time being at Zeus Solutions, No.224/2, Nageswara Rao Road, Athipet, Ambattur, Chennai - 58. However, the customer place will be the place of work during the installation and service calls to be attended.
- (iii) **Job Function:** The Employee shall be employed as **TECHNICAL ASSISTANT** and he/she shall also be required to carry out associated functions as the Company may think fit from time to time.
- (iv) **Probationary Period:** A probationary period will apply for 12 months. A letter, notifying the Employee of his/her appointment as permanent staff, will be issued at the end of successful completion of Probationary Period.
- (v) **Hours of Work:** The hours of work shall be 9.00 a.m. to 6.30 p.m. or as shall be set out by the Company from time to time but in any event shall at all times be in compliance with the provisions of the Labour Act.
- (vi) **Salary:** The Employee's monthly salary shall be Rs.10500/- inclusive of Attendance incentive. Salary will be reviewed after the successful completion of probationary period. Payment shall be

224/2, NAGESWARA RAO ROAD, VANAGARAM ROAD, ATHIPET, CHENNAI - 600 058.
PH : 26880963, 65154149 E-mail : zeussolutions@dataone.in



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- (vii) **Annual Leave:** Nine Public Holidays allowed during probationary period. After completion of probationary period, the employee shall be eligible for other benefits such as CL, ML and EL is allowed during a full calendar year i.e from 1st January to 31st December in accordance with the provisions of the Labour Act.
- (viii) **Absence through Illness:** The Manager must be notified as soon as possible after 9.00 am in all cases where a member of the staff is unable to attend the place of work. A medical certificate is required if absence extends beyond three consecutive days and should cover the period until the staff member is declared fit for work. Medical appointments, visits to the doctors, etc, would, where possible, be arranged outside working hours.
- (ix) **Compassionate Leave:** Compassionate leave will be at the discretion of the management but, in the case of near relatives, will be such as to allow full attendance for funeral services.
- (x) **Leave of Absence:** Approval and duration of unpaid personal leave shall be at the discretion of the Company.
- (xi) **Grievance Procedure:** The Company is most anxious that legitimate grievances raised by an Employee are expeditiously and fairly resolved. Any member of staff who has a grievance relating to his/her employment should discuss it with the Company Only.
- (xii) **Dismissal:** The Company hopes that it will not become necessary to dismiss an Employee, however, it must be understood that there are certain breaches of Company Rules for which, after the facts have been ascertained, an Employee may be summarily dismissed or suspended, without pay, pending further investigations. In such an event, an Employee will be afforded a full right of representation of his/her case to the Company before a final decision is made. Continued failure to adhere to normal Company requirements, including timekeeping, attendance, job performance, confidentiality in relation to all the Company's affairs and general conduct will result in an Employee being subject to the following procedure:



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- The Employee will receive a verbal warning.
- The Employee will receive a first formal written warning advising that continued failure to improve on the specific aspect of performance will lead to disciplinary action.
- The Employee will receive a final formal written warning.
- The Employee will be suspended for a fixed period, without pay.
- The Employee will be dismissed in the event of it becoming absolutely clear that no or insufficient improvement on the aspect of performance is forthcoming.

At all times the Employer will abide by procedural fairness under current employment legislation when dealing with dismissals from the Company.

(xiii) **Notice Periods:** Staff who wish to resign their employment with the Company are expected to give the following notice:

All Employees on Probation	- 1 month
Employees appointed to Permanent Staff	- 2 months
Senior/Management Staff	- 3 months

Because of the nature of activity of the company which is turn-key solutions provider, projects taken up or handled is to be closed or completed properly before relieving. Only the projects out of control shall be handed over and the rest to be completed before relieving. Notwithstanding the foregoing, the Company may at its discretion, waive its right to notice.

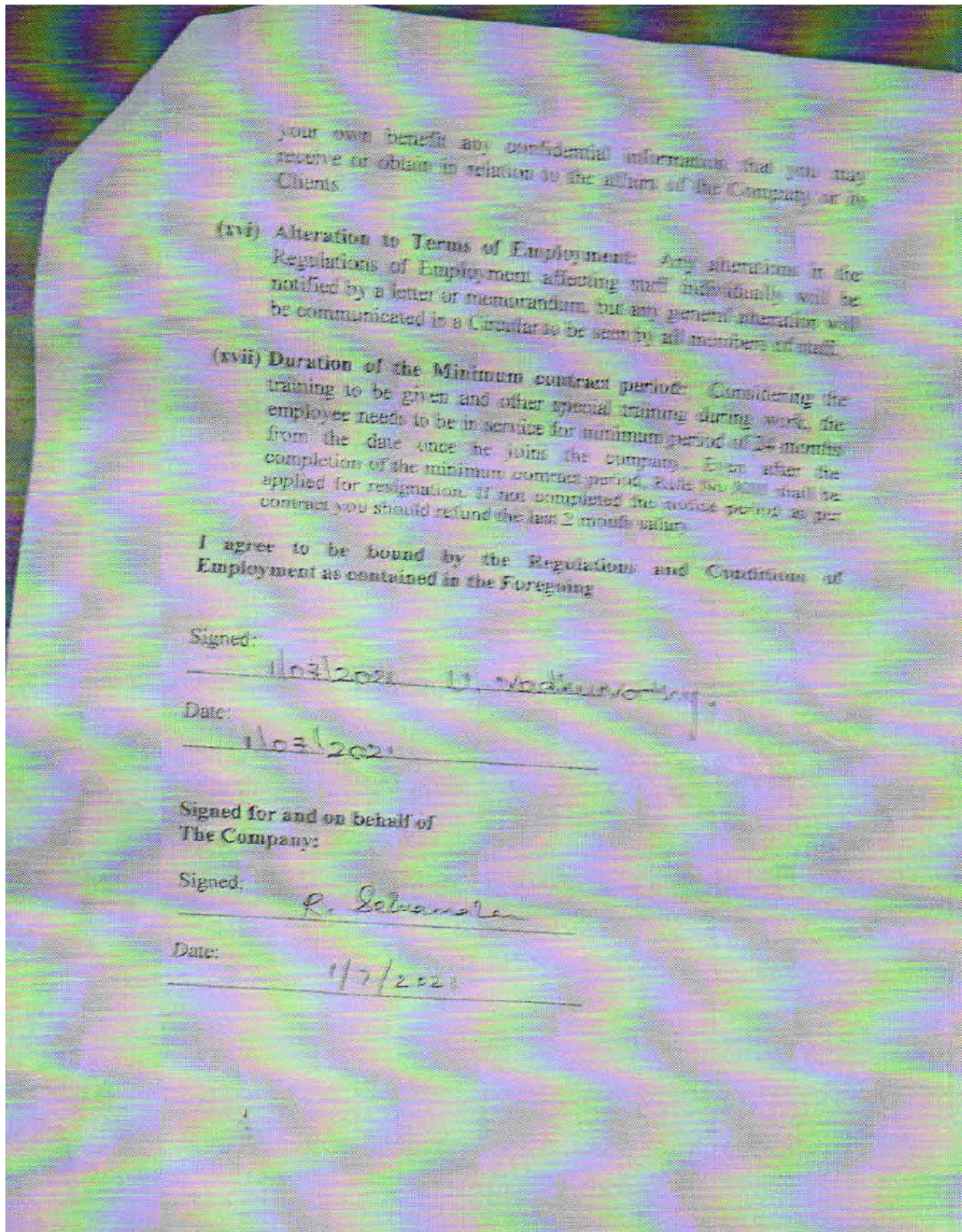
(xiv) **Standard of Dress:** All Employees are expected to conform to an acceptable standard of dress to ensure that the image as presented to customers, colleagues and associates is in keeping with the proper professional approach of the Company.

Where the uniform is required dress, no personal additions will be made to the uniform, and it shall be cleaned by the Employee for the duration of their contract.

(xv) **Confidentiality:** The Employee will not, during or at any time after the termination of your employment, disclose to any person or persons (except to senior Employees of the Company) nor use for




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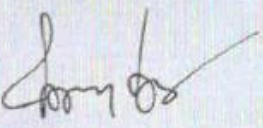
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 **FULCRUM**
PROFESSIONAL FINANCIAL SERVICES

ANNEXURE TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE

Name: Charles Barnat
Department: Accounting
Job Title: Analyst

1. **Salary:** Your salary will be INR 1,56,000/ per annum.
2. **Provident Funds:** 12% of Basic Salary or Rs. 1,800 whichever is lesser will be deducted as per provisions of the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and Schemes framed there under as applicable.
3. **Medical Insurance:** The coverage for hospitalization expenses would be as per the Company's current Policy in force.
4. **Personal Accident Insurance:** The coverage would be as per the Company's current Policy in force.
5. **Gratuity:** In the event of termination of your employment with the Company, after the 5th year of continuous service with the Company, you will be entitled to receive a gratuity payments from the company at the rate of 15 days basic salary for every completed year of service.
6. **Performance Incentive:** The Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance and Company's performance. The Company reserves the right in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.




Premkumar Venkatesan
Vice President

ACCEPTANCE OF EMPLOYEE

I, Charles Barnat, have read and understood the above compensation package relating to my services and employment with the Company and the same is acceptable to me and I hereby agree to be legally bound hereby.

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 **FULCRUM**
COMMERCIAL REAL ESTATE SERVICES PRIVATE LIMITED

5 TERMINATION

- i. During the probation period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment on Cost to Company in lieu of such notice. After the end of the Probation Period, your appointment with the Company is liable to be terminated by the Company by giving you not less than two month's written notice or by payment on Cost to Company in lieu of such notice except as provided below.
- ii. Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence, or have committed any breach of this agreement.
- iii. In the event of dissatisfaction in the results of the background investigation, your employment may be terminated without notice.

6 HOLIDAYS

- i. You will be governed by the Leave rules as applicable per the company policies.
- ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

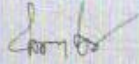
7 ACCEPTANCE OF YOUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for our attention.

8 CONCLUSION

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.



Premkumar Venkatesan
Vice President

ACCEPTANCE OF EMPLOYEE

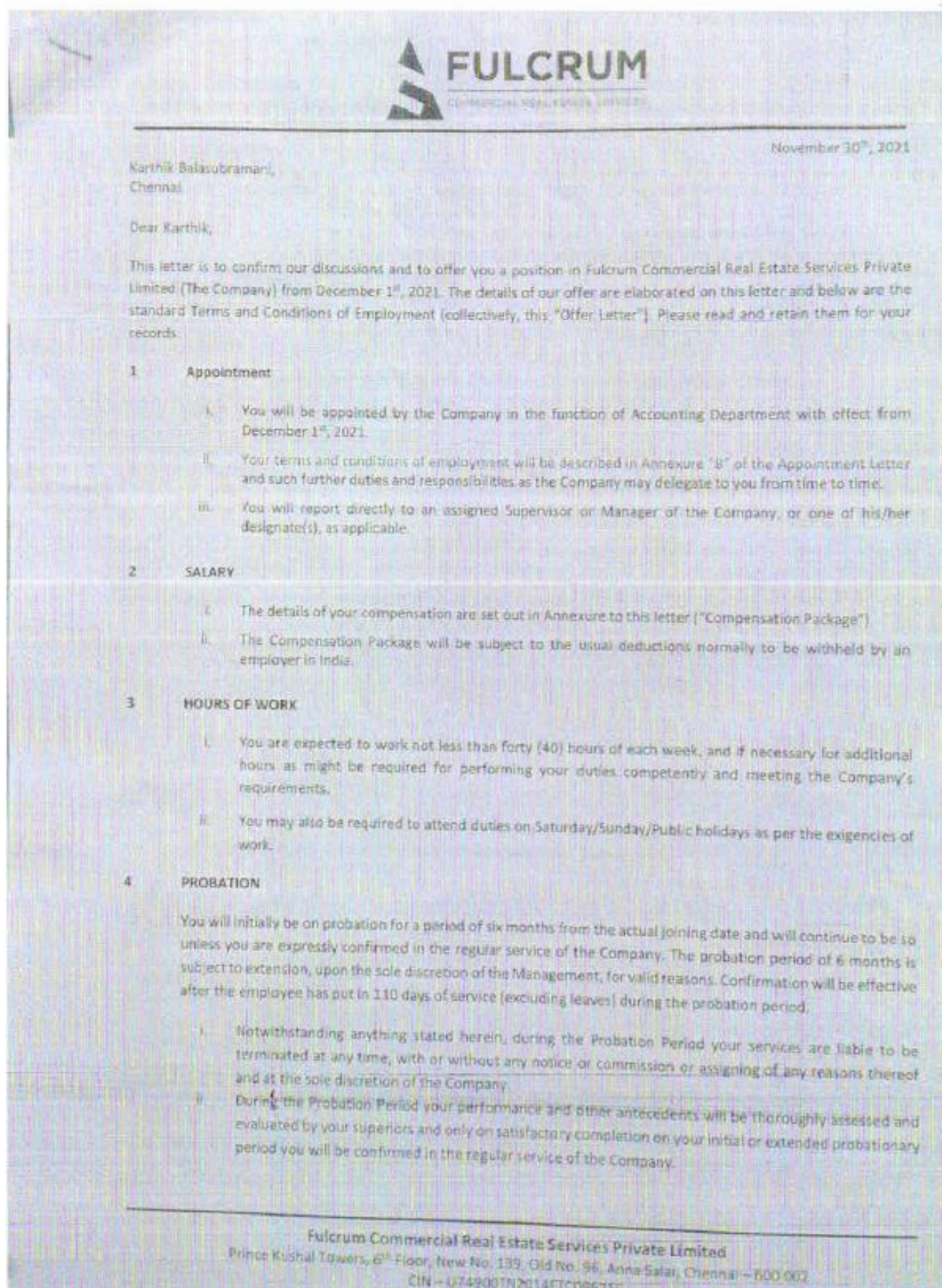
I, Karthik Balasubramani, have read and understood the terms and conditions of this letter and the annexure hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby.

Place: Chennai
Date: _____

Signature _____


Fulcrum Commercial Real Estate Services Private Limited
Prince Kishor Towers, 6th Floor, New No. 139, Old No. 96, Anna Salai, Chennai – 600 002
CIN – U74900TN2014PTCO05216

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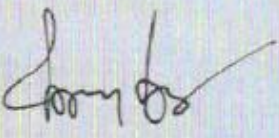
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 **FULCRUM**
COMMERCIAL REAL ESTATE SERVICES PRIVATE LIMITED

ANNEXURE TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE

Name: Karthik Balasubramani
Department: Accounting
Job Title: Analyst

1. **Salary:** Your salary will be INR 1,56,000/- per annum.
2. **Provident Fund:** 12% of Basic Salary or Rs 1,800 whichever is lesser will be deducted as per provisions of the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and Schemes framed there under as applicable.
3. **Medical Insurance:** The coverage for hospitalization expenses would be as per the Company's current Policy in force.
4. **Personal Accident Insurance:** The coverage would be as per the Company's current Policy in force.
5. **Gratuity:** In the event of termination of your employment with the Company, after the 5th year of continuous service with the Company, you will be entitled to receive a gratuity payment from the company at the rate of 15 days basic salary for every completed year of service.
6. **Performance Incentive:** The Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance and Company's performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.



Premkumar Venkatesan
Vice President

ACCEPTANCE OF EMPLOYEE

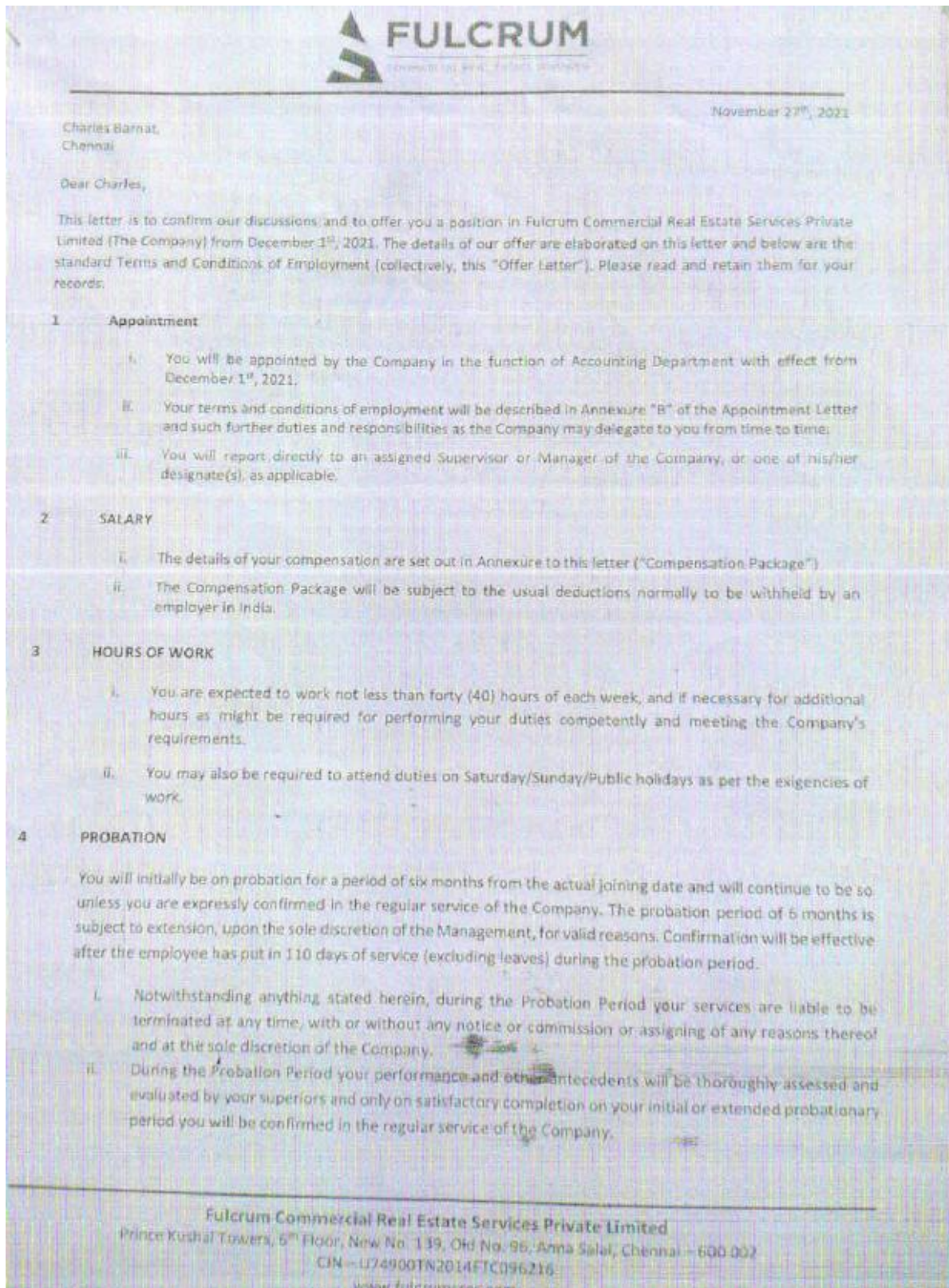
I, Karthik Balasubramani, have read and understood the above compensation package relating to my services and employment with the Company and the same is acceptable to me and I hereby agree to be legally bound hereby.

Place: Chennai
Date: _____


Signature _____

Fulcrum Commercial Real Estate Services Private Limited
Prince Kishal Towers, 6th Floor, New No. 139 - Old No. 96, Anna Salai, Chennai - 600 002
CIN - U74800TN2014PTC096216
www.fulcrum.com

5.2.1 Placement Offer Letters



5.2.1 Placement Offer Letters

 **FULCRUM**
TECHNOLOGY CONSULTANTS PVT. LTD.

5 **TERMINATION**

- i. During the probation period, your services with the Company are liable to be terminated at any time, by giving 1 months' notice or by payment on Cost to Company in lieu of such notice. After the end of the Probation Period, your appointment with the Company is liable to be terminated by the Company by giving you not less than two month's written notice or by payment on Cost to Company in lieu of such notice except as provided below.
- ii. Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence, or have committed any breach of this agreement.
- iii. In the event of dissatisfaction in the results of the background investigation, your employment may be terminated without notice.

6 **HOLIDAYS**

- i. You will be governed by the Leave rules as applicable per the company policies.
- ii. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

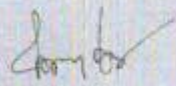
7 **ACCEPTANCE OF YOUR OFFER**

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for our attention.

8 **CONCLUSION**

We hope you find this offer to be a satisfactory basis for joining the Company. We are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build a successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company and seeking ways for you to secure the necessary stimulation and advancement.



Premkumar Venkatesan
Vice President

ACCEPTANCE OF EMPLOYEE

I, Charles Barnat, have read and understood the terms and conditions of this letter and the annexure hereto, and the same are acceptable to me and I hereby agree to be legally bound hereby.

Place: Chennai
Date: _____

Signature _____



5.2.1 Placement Offer Letters



Kotak Mahindra Bank

09-February-2022

Akash W

Applicant ID : D0CDA1150

Tamil Nadu

CONTRACT FOR SPECIAL SERVICES

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank Limited & Akash W and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered, and Akash W has agreed to accept and render services at the Company's office or at such other location as **Kotak Mahindra Bank Ltd** may inform. In the course of performance of your contract, you may be required to oversee the performance of other or others.

1. This contract shall commence from **10-February-2022**, and shall be for a fixed period of **2 Years** commencing from this date. This contract will terminate on **09-February-2024** unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.

2. The details of your remuneration are enumerated in **Annexure A**, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.

3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.

4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.

5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.

Kotak Mahindra Bank Limited
CIN L65110MH1965PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kuria Complex,
Bandra (E), Mumbai - 400 051
India.



5.2.1 Placement Offer Letters



Kotak Mahindra Bank

6. This contract is subjected to your providing all documents required by the company. You hereby, represent that on your entering into this contract there are no obligations/actions pending against you which may prejudice your performance of this contract. It is expressly agreed and understood that your contract is liable to be revoked/terminated if it is found at any time during the tenure of your contract that any of the representative information furnished by you to the company at the time of your commencement of contract is found to be incorrect or false.

7. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then you shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by and implement "The Corporate Policy manual on confidentiality and code of conduct" as approved by the Company and rules as made applicable from time to time.

9. You shall not at any time during the tenure of this contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by him/her in the course of service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law, or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

a) Trade on your own account by pledging the credit of the Company;

b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;

c) Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent of operating the Company's bank account or accounts as empowered by a resolution of the Board of Directors of the Company

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
Kotak Inifiti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India

T +91 22 86056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.



5.2.1 Placement Offer Letters



Kotak Mahindra Ban

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Information Security Policy.

14. You shall not without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Company.

15. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

16. Subject to the right of the Company to terminate this employment in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 Month's prior notice to the other.

16.1 If due to any misconduct/wrongful action/negligence by you while performing your duties, the Bank suffers any loss or damage to its property or any money is outstanding from you on account of any facility availed by you from the Bank; then without prejudice to any other right available with the Bank, the Bank is entitled to recover the loss caused or the money outstanding, by debiting your account and/or from any money payable by the Bank to you on account of any other relationship maintained by you with the Bank, without any reference or recourse to you and you irrevocably agree and unconditionally authorize the Bank to do so. You also agree and authorize the Bank to mark a lien on, any sum it is holding on your behalf or payable to you under any relationship, until the loss and/or outstanding amount is recovered in full.

17. If any term or provision of this contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
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Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
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Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.



5.2.1 Placement Offer Letters



Kotak Mahindra Bank

19. This contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and super cedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This contract may be amended by a subsequent written agreement between you and the Company.

20. The contract will terminate by efflux of time on **09-February-2024**. However, the Company will retain the option of extending the contract if it so desires on such terms as the Company deems fit.

21. On completion of your contract, you will hand over the charge to your immediate superior.

22. If you are suspended for any misconduct reported against you at any time pending enquiry and orders in your matter, you will not be entitled to any compensation during the period of such suspension.

23. At the end of the contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance

Your's faithfully,
For Kotak Mahindra Bank Ltd

Authorised Signatory

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Akash W

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India

T +91 22 66056825
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Registered Office:
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India.




5.2.1 Placement Offer Letters



Kotak Mahindra Bank

Annexure A

Name	Akash W	
Role	Sales Associate	
W.E.F	10-February-2022	
Grade	D0	
State – Location	Tamil Nadu	
Particulars	Monthly	Annual
Basic	9,700	116,400
HRA Allowance	856	10,266
Statutory Bonus	808	9,696
Professional Allowance	0	0
Term Life and GPA Insurance Premium		750
Gross CTC	11,364	137,112
Company PF		13,968
Total CTC	10,000	151,080
- Company contribution towards PF is 12%		
- Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death.		
Prepared By :		
		
Date: 09-February-2022		Akash W

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
Kotak Infront, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
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Bandra (E), Mumbai - 400 051
India.



5.2.1 Placement Offer Letters

SPECTRUM7 TECHNOLOGIES PRIVATE LIMITED

OFFER LETTER

30th November, 2021

Dear Mr. Augustine Jebakumar M,

Welcome to Spectrum7 Technologies! We are glad to have you with us and look forward to an ambitious and rewarding association.

The company is pleased to appoint you on a full-time employment basis for the position of "Pre Underwriter" at Chennai from **01.12.2021** and look forward to an ambitious and rewarding association.

You will directly report to **Mr. Ram Narayan (Process Manager)**

TERMS AND CONDITIONS

1. Your cost to the company will be **Rs. 1,51,631/-** (Rupees One Lakh Fifty One Thousand Six Hundred and Thirty One Only) per annum. (Refer Annexure A for individual breakup & Annexure B for list of documents)
2. You are entitled for 12 days of Casual Leave and 15 days of Sick Leave every year as per Company rules.
3. You will be on probation for a period of 6 months from the date of joining, on completion of which you would be confirmed through an intimation in writing. If the written confirmation is not received, you will continue to be in Probation. Probation may however be extended in certain cases, based on performance review.
4. You will not, for whatever reason, divulge without an express written authority from the management, any information relating to the Company or any of its constituents, as received by you in the course of your employment and after the cessation of your employment with us.
5. Your position with the company calls for your whole-time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.
6. We hope your association with us will be a longer one. However, if you or the company decide otherwise, the appointment may be terminated by either party issuing a notice of 90 days.

In case you desire to get relieved while the probation period is in progress, the applicable notice period would be no lesser than 30 days. In both the aforesaid scenarios the company reserves the right to ease the notice period.

If in case, you want to buy out the notice period you will have to end up paying the gross salary for the unserved notice period. The notice period may be waived off at the discretion of the management without any compensation from either side.

Regd. Office: 2nd Floor, West Wing, Chamiers Tower, No. 37 Chamiers Road, Teynampet, Chennai - 600018

5.2.1 Placement Offer Letters

SPECTRUM7 TECHNOLOGIES PRIVATE LIMITED

7. Upon separation from Spectrum7 Technologies, you will return all company property and proprietary information and settle all outstanding financial obligations with the company including, but not limited to, settlement of any salary, expenses, advances, loans, etc. Spectrum7 Technologies reserves the right to withhold any payment due to the Company from the final settlement pay cheque.
8. The above terms and conditions are subject to the Company Policy and in the event of any changes you will be subject to the revised policy.
9. The company lays emphasis on all the statutory compliances and you should ensure compliance with various statutes in your area of operation.
10. The contents of this letter are confidential.

To indicate your acceptance, please ensure that you sign the duplicate copy of this letter.

A list of joining documents has been enclosed with this offer and you are requested to submit the photo-copies of the same.

Once again, a very warm welcome to Spectrum7 Technologies Private Limited.

Best regards,

Sathish T K
Human Resources
SPECTRUM7

I accept your offer of employment and the Terms and Conditions stated above.

Date: December 1st, 2021

Place: Chennai



5.2.1 Placement Offer Letters

SPECTRUM7 TECHNOLOGIES PRIVATE LIMITEDAnnexure (A)

Employee Name : Mr. Augustine Jebakumar M
Job Title : Pre Underwriter

Your Total Cost to the Company will be as Follows :

Particulars	PER ANNUM
Basic	57,000
HRA	28,500
Special Allowance	48,120
PF Employer Contribution	13,668
ESI	4,343
Cost To The Company	1,51,631

I accept the remuneration package as stated above.

Date: 1st December, 2021
Place: Chennai

ANNEXURE - B**List of joining documents:**

1. Copy of your degree certificates
2. Relieving order from your previous organization
3. Proof of Identity
4. Proof of Address
5. Copy of PAN Card
6. Latest bank statement
7. 2 passport size photographs

You will be required to submit self-attested copies of the above-mentioned documents while joining.



5.2.1 Placement Offer Letters



Hello Anselm Thomas,

We have some great news to share, we would like to extend an offer of employment to you to join us here in Asia>India>Chennai>Chennai,Haddows Rd, Asia, in the role of Officer, WMO ops.

You can [click here](#) to view the offer and provide your acceptance using your electronic signature. You can access our offer portal using the same username and password that you created when applying for the position.

We really hope you'll be as pleased to receive the offer, as we are to make it.

This email is generated by our system so please don't reply to this one, but if you have any questions at all, you can contact your recruiter, Syeda Umme Ruman at Syedaumme.Ruman@sc.com.

Congratulations!

All the best,

Resourcing Team
Standard Chartered

Please do not reply to this email as it is system generated.



5.2.1 Placement Offer Letters



Offer Letter - Standard Chartered Global Business Services Private Limited

From: "Prasad, Manu Mariyil" <ManuMariyil.Prasad@sc.com>
To: "deepanrajdkm@gmail.com" <deepanrajdkm@gmail.com>
Cc: "Ruman, Syeda Umme" <Syedaumme.Ruman@sc.com>
Sent: Thursday, September 23, 2021 6:55:28 PM HKT

Secure Reply

CONFIDENTIAL

Dear Deepan,

Congratulations! We welcome you to be a part of Standard Chartered Global Business Services Pvt Ltd! (formerly known as Scope International Private Limited).

Please find attached the soft copy of your offer-letter. Kindly go-through the same and send us an acceptance at the earliest .

Standard Chartered GBS is the Global Shared Service Centre of the Standard Chartered Group, which is a pioneer in off-shoring knowledge-based services in the banking industry with a strong footprint in cutting edge Technologies and Processes.

We have been operating since 2001 and have grown from zero to nearly 22000 employees and today constituting 24% of Standard Chartered Group's global workforce. We service more than 70 countries of the Group. Standard Chartered GBS is housed in world-class facilities across campuses in Chennai, Bangalore Malaysia and China.

At Standard Chartered GBS, we are proud of our young and passionate team of professionals from varied backgrounds. The average age in Standard Chartered GBS is 29 with a male female ratio of 69 to 31. Our employees are nurtured with innovative HR practices and learning and development opportunities. We have been proud recipients of many awards including India's Best companies to work for 2016 and 2017 Categories: large Organizations & ITES

Wishing you all the luck for an enriching career with our Organization and please feel free to contact me for any additional clarifications on the number mentioned in my signature below.

Note: To view the file, the password is candidate birth date (ddmmyy), e.g. birth date of 02 Feb 1982 would be 020282.

Please contact us if you are unable to open the file.

Manu Prasad

GBS - Talent Acquisition

manumariyil.prasad@sc.com

Mobile: 9901598017

Extn: 66512

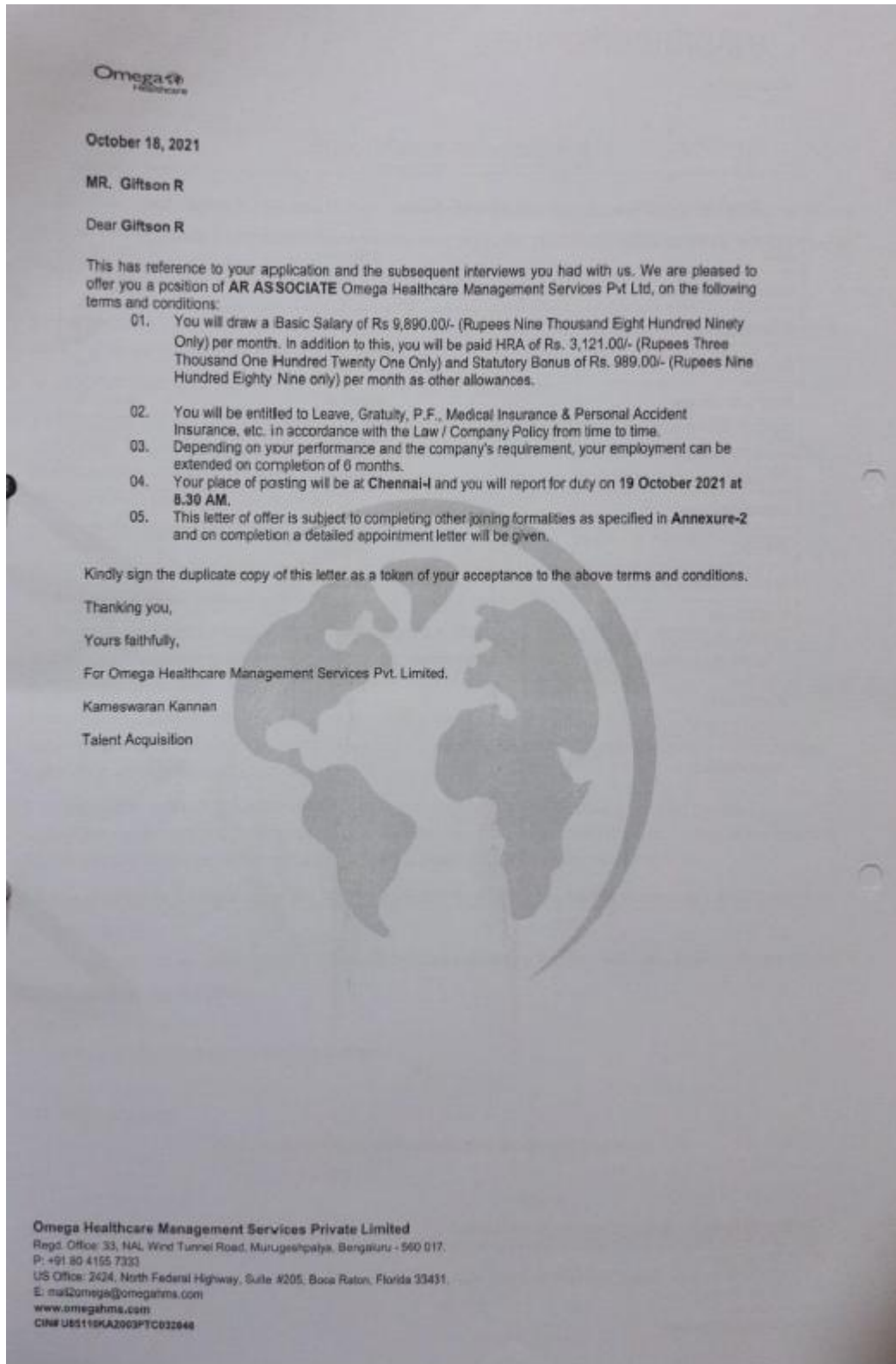
Standard Chartered Global Business Services Private Limited (Bangalore)



Please consider the environment before printing this email



5.2.1 Placement Offer Letters





5.2.1 Placement Offer Letters



Offer Letter Standard Chartered Global Business Services Private Limited

From: "Shinde, Snehal Sunil" <SnehalSunil.Shinde@sc.com>
To: "jennyresly@gmail.com" <jennyresly@gmail.com>
Sent: Friday, January 21, 2022 11:57:18 AM HKT

[Secure Reply](#)

CONFIDENTIAL

Dear Jenifer,

Congratulations! We welcome you to be a part of Standard Chartered Global Business Services Pvt Ltd! (formerly known as Scope International Private Limited).

Please find attached the soft copy of your offer-letter. Kindly go-through the same and send us an acceptance at the earliest.

Standard Chartered GBS is the Global Shared Service Centre of the Standard Chartered Group, which is a pioneer in off-shoring knowledge-based services in the banking industry with a strong footprint in cutting edge Technologies and Processes.

We have been operating since 2001 and have grown from zero to nearly 22000 employees and today constituting 24% of Standard Chartered Group's global workforce. We service more than 70 countries of the Group. Standard Chartered GBS is housed in world-class facilities across campuses in Chennai, Bangalore Malaysia and China.

At Standard Chartered GBS, we are proud of our young and passionate team of professionals from varied backgrounds. The average age in Standard Chartered GBS is 29 with a male female ratio of 69 to 31. Our employees are nurtured with innovative HR practices and learning and development opportunities. We have been proud recipients of many awards including India's Best companies to work for 2016 and 2017 Categories: large Organizations & ITES

Wishing you all the luck for an enriching career with our Organization and please feel free to contact me for any additional clarifications on the number mentioned in my signature below.

Snehal Shinde

GBS - Talent Acquisition

SnehalSunil.Shinde@sc.com

Mobile: 9769548460


Standard Chartered Global Business Services Private Limited (Bangalore)



Please consider the environment before printing this email



5.2.1 Placement Offer Letters

**HGS**
HINDUJA GLOBAL SOLUTIONS

October 13, 2021 HR/BP/1021/677965

Mr. Mohamed Idrish Abdul Rahman O K
38/38 Gurusvappa street,ayanavaram,chennai,
Chennai-600023

Letter of Appointment

Dear Mohamed,

1.0 Appointment: We are pleased to offer you an **Appointment** in our company as "Trainee Process Consultant" The details of your entitlements and your salary are as per Annexure-II.

2.0 Date of Appointment: Your effective date of Appointment will be on or before **October 13, 2021**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.

3.0 Initial Posting & Reporting: Your initial posting in the normal course will be **Chennai** and you will report to the respective Business and/or Functional Head.

4.0 Documentation: You are required to furnish the following at the time of joining duty-

- 4.1 Proof of age;
- 4.2 Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments;
- 4.3 Appointment & Relieving letter of your previous employer, as applicable;
- 4.4 8 (eight) passport sized photographs;
- 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
- 4.6 Photocopy of Passport, if available.
- 4.7 Photocopy of your Aadhaar Card with number
- 4.8 PF No. / UAN (Universal Account Number) of previous employment.
- 4.9 ESIC Number of previous employment.
- 4.10 Any other documents as may be required by the Company.

5.0 Terms and Conditions of Employment: All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

Sooraj Janardhanan
Deputy Manager - Human Resources
Hinduja Global Solutions Limited


I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

Signature: _____
Name: _____
Date: _____

Encl: Annexure - I & II


Annexure- I Terms and Conditions of your appointment:

HINDUJA GLOBAL SOLUTIONS LIMITED.
Corporate Office: Gold Hill Square Software Park, No. 690, 1st Floor, Hosur Road, Bommanahalli, Bengaluru - 560 068. India. Telephone: 91-80-4643 1000 / 4643 1222
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-22-2496 0707 Fax: 91-22-2497 4208 Website: www.teamhgs.com
Corporate Identity Number: L92199MH1995PLC084610

 HINDUJA GROUP



5.2.1 Placement Offer Letters


HINDUJA GLOBAL SOLUTIONS

October 13, 2021 HR/BP/1021/677965

Mr. Mohamed Idrish Abdul Rahman O K
38/38 Guruvappa street,ayanavaram,chennai,
Chennai-600023

Letter of Appointment

Dear Mohamed,

1.0 Appointment: We are pleased to offer you an **Appointment** in our company as **"Trainee Process Consultant"** The details of your entitlements and your salary are as per Annexure-II.

2.0 Date of Appointment: Your effective date of Appointment will be on or before **October 13, 2021**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.

3.0 Initial Posting & Reporting: Your initial posting in the normal course will be **Chennai** and you will report to the respective Business and/or Functional Head.

4.0 Documentation: You are required to furnish the following at the time of joining duty-

- 4.1 Proof of age;
- 4.2 Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments;
- 4.3 Appointment & Relieving letter of your previous employer, as applicable;
- 4.4 8 (eight) passport sized photographs;
- 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
- 4.6 Photocopy of Passport, if available.
- 4.7 Photocopy of your Aadhaar Card with number
- 4.8 PF No. / UAN (Universal Account Number) of previous employment.
- 4.9 ESIC Number of previous employment.
- 4.10 Any other documents as may be required by the Company.

5.0 Terms and Conditions of Employment: All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

Sooraj Janardhanan
Deputy Manager - Human Resources
Hinduja Global Solutions Limited


I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

Signature: _____
Name: _____
Date: _____

Encl: Annexure - I & II

Annexure- I Terms and Conditions of your appointment:

HINDUJA GLOBAL SOLUTIONS LIMITED.
Corporate Office: Gold Hill Square Software Park, No. 690, 1st Floor, Hosur Road, Bommanahalli, Bengaluru - 560 068. India. Telephone: 91-80-4643 1000 / 4643 1222
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-22-2496 0707 Fax: 91-22-2497 4208 Website: www.teamhgs.com
Corporate Identity Number L92199MH1995PLC084610

 HINDUJA GROUP



5.2.1 Placement Offer Letters



Regd. Office:
Wells Fargo Centre, Building 1A,
Divyasree NSL SEZ, Survey No. 66/1
Raidurga Village, Serilingampalli,
Hyderabad, India - 500032
Tel: +91 40 4012 1000
Fax: +91 40 4023 1100
CIN: U72200TG2006PTC051001
wellsfargo.com

Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited)
North Block, 11th Floor
Chennai One Magnum
Thoraipakkam, Pallavarram Road
Chennai, India 600097
Tel: + (91 44) 6674 9000
Fax: + (91 44) 6674 9100

November 12, 2021

Mohan M
NO.19A SEETHARAMAN STREET, VENKATESHWARA NAGAR, AMB
Chennai, Tamil Nadu

OFFER OF EMPLOYMENT

Dear Mohan,

We are pleased to offer you a position at **Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited) ("Wells Fargo" or "Company")**, and your employment shall be effective from the Date of Joining as mentioned below, on the following terms and conditions:

- **Designation:** You will be designated as **Operations Processor 1. Notwithstanding anything herein**, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. On your first day of employment **December 20, 2021 (DOJ)** you will need to report before 8:30 a.m. at Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited), North Block, 11th Floor, Chennai One Magnum, Thoraipakkam, Pallavarram Road, Chennai, India 600097.
- **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be **INR 271000/- (Rupees Two Lakh Seventy One Thousand Only)**. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. In addition, you will be eligible for variable compensation under Wells Fargo's Bonus Plan based on the successful completion of performance objectives and the terms and conditions of the Bonus Plan. For your first year of eligibility under the Bonus Plan, your Total Variable Compensation ("TVC") opportunity will be **15480/- (Rupees Fifteen Thousand Four Hundred Eighty Only)**. Wells Fargo may, at its sole discretion, amend, revise or discontinue the Bonus Plan. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.
- **Place of Work:** You will be initially based at the Wells Fargo office in Chennai. However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, corporate title, reporting lines and reporting manager, in line with applicable laws, during the term of your service.
- **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Group Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo. For the purposes of this agreement, "Group Company" means any subsidiary or holding company of the Company, any subsidiary of such holding company, and any company in which the Company or any such holding company holds or controls directly or indirectly not less than 20% of the issued share capital.



5.2.1 Placement Offer Letters





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

Corporate Personnel & Administration Dept.

Ref: HK/HR/CAMPUS-OFFER'2021-22/TO-234

8th October 2021

Dear Ms. Parameshwari,

Greetings from Godrej!

We are delighted to have you coming onboard on with effect from 18th October 2021.

To make your transition smooth in Godrej, we have organised a Virtual Corporate Orientation Program for five (5) days commencing 18th October 2021.

Your portfolio / assignment and the place of posting will be shared with you through a separate email communication either on the first day or before the end of the virtual orientation program.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

Phase 1: Corporate General Orientation Program – On virtual platform

Phase 2: E-modules spread over a month - dates will be communicated later

Phase 3: Training modules of 6 days duration- dates will be communicated later

To make your transition smooth, you will have a Buddy to help and guide you in your initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr. Vishal Makkar (vishalm@godrej.com, 8657164464)

Mr. Ansuman Panda (ansuman@godrej.com, 9437440766)

Ms. Rachna Bhuse (rachna@godrej.com, 9821490425)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,

Harpreet Kaur
Senior Vice President & Head-
Corporate Personnel & Administration

Encl.: Offer Letter





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(2)

Ms. Parameshwari, Chennai - 600099

Upon receipt of your acceptance of the offer letter along with the copy of the Service Agreement, we shall send you the original Service Agreement (Bond). You will be required to return to us the original Service Agreement, duly signed by you and by your guarantor in all the pages, within a week through courier / speed post at

Godrej & Boyce Mfg. Co. Ltd.
Corporate Human Resources Dept.
Plant No.11, 2nd Floor, Pirojshanagar,
LBS Marg, Vikhroli (West), Mumbai 400 079.
Contact: Mr. Suresh K / Ms. Aliamma S
Tel.: 022-6796 4151 / 1435

The guarantor can be any adult person related / known to you and whose financial credibility is also sound enough to recompense the guaranteed amount in case of any default from your side.

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) While your initial place of training / posting will be at our Vikhroli Establishment, you are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India during your training period and/or thereafter and the same will not have any impact on your Consolidated Monthly Stipend.
- f) The Management shall decide your Function (Profile), Division and the Place of Posting as per the business need and exigencies, and the same shall be communicated to you during the Corporate Orientation Program (virtual). The Management's decision in this regard shall be final and binding on you.
- g) As and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement (Bond) signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

Contd....(3)





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(3)

Ms. Parameshwari, Chennai - 600099

Due to COVID-19 pandemic and the various restrictions imposed by the Government regarding safety, travel, social distancing norms etc, our onboarding process has been redesigned for the current year. The joining process will be conducted virtually by the HR Operations Team. The link for the joining process will be shared with you via email. You are required to attend the same online. It will be followed by the Corporate Induction Program, details of which will be shared with you through email communication.

In case you need further information about the pre-joining / joining process, please send an email at sgkanan@godrej.com; sureshk@godrej.com or aliamma@godrej.com.

5. Qualification Clause (Declaration of Final Year / Semester Results):

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

5. Submission of False Documents:

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

7. Code of Conduct:

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

3. Conflict of Interest:

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

5. Indemnity:

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

Contd....(4)





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(4)

s. Parameshwari, Chennai - 600099

1. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.

We shall complete the physical document verification process at respective place of posting once you start visiting our Vikhroli Establishment or the Branch / Upcountry Manufacturing Establishment in coordination with the HR / Commercial Team Members at the respective location(s). You will be required to submit the following documents for verification purpose:

- All certificates and marksheet in original pertaining to your educational qualification, along with one Xerox copy of each (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please confirm on the attached copy that you accept our offer and return the copy to us through email at: talent.connect@godrej.com within two days from the date of receipt of this letter failing which your appointment as a trainee shall be treated as withdrawn and cancelled.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,
For Godrej & Boyce Mfg. Co. Ltd.

Harpreet Kaur
Senior Vice President & Head-
Corporate Personnel & Administration

Encl.: Draft Service Agreement.

I have gone through the Terms & Conditions of the aforesaid Letter of Offer and the Draft Service Agreement and understood the contents of the same. I hereby agree to abide by the said terms & conditions. I shall report for training on _____.

Signature: _____ Date: _____ Mobile No.: _____





5.2.1 Placement Offer Letters

Dear Nithesh

Omega HealthCare Management Services Pvt. Ltd is pleased to offer you a job for the position of **“Software Engineer -Technology”**.

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please find attached the copy of your e-offer letter.

Date of Joining : 29-Nov-2021.

Location: Chennai.

Please revert to confirm your acceptance with appropriate DOJ.

This offer is valid subjected to receipt of satisfactory references, background verification and all other legal employment checks.

Thanks & Regards,



5.2.1 Placement Offer Letters

10/2/21, 12:17 AM
Gmail - Fwd: MSC OFFER - 13 September 2021

M Gmail
Vaishnavi T <mfetstudents@gmail.com>

Fwd: MSC OFFER - 13 September 2021
1 message

Shalini Pandurangan <shalinirangan18@gmail.com> Mon, Sep 27, 2021 at 6:45 PM
To: "mfetstudents@gmail.com" <mfetstudents@gmail.com>

----- Forwarded message -----
From: <vaishak.krishnappa@msc.com>
Date: Mon, 13 Sep, 2021, 5:46 pm
Subject: MSC OFFER - 13 September 2021
To: <shalinirangan18@gmail.com>
Cc: <lawrence.zacharias@msc.com>, <vijayanand.gunasekaran@msc.com>

Dear P Shalini,

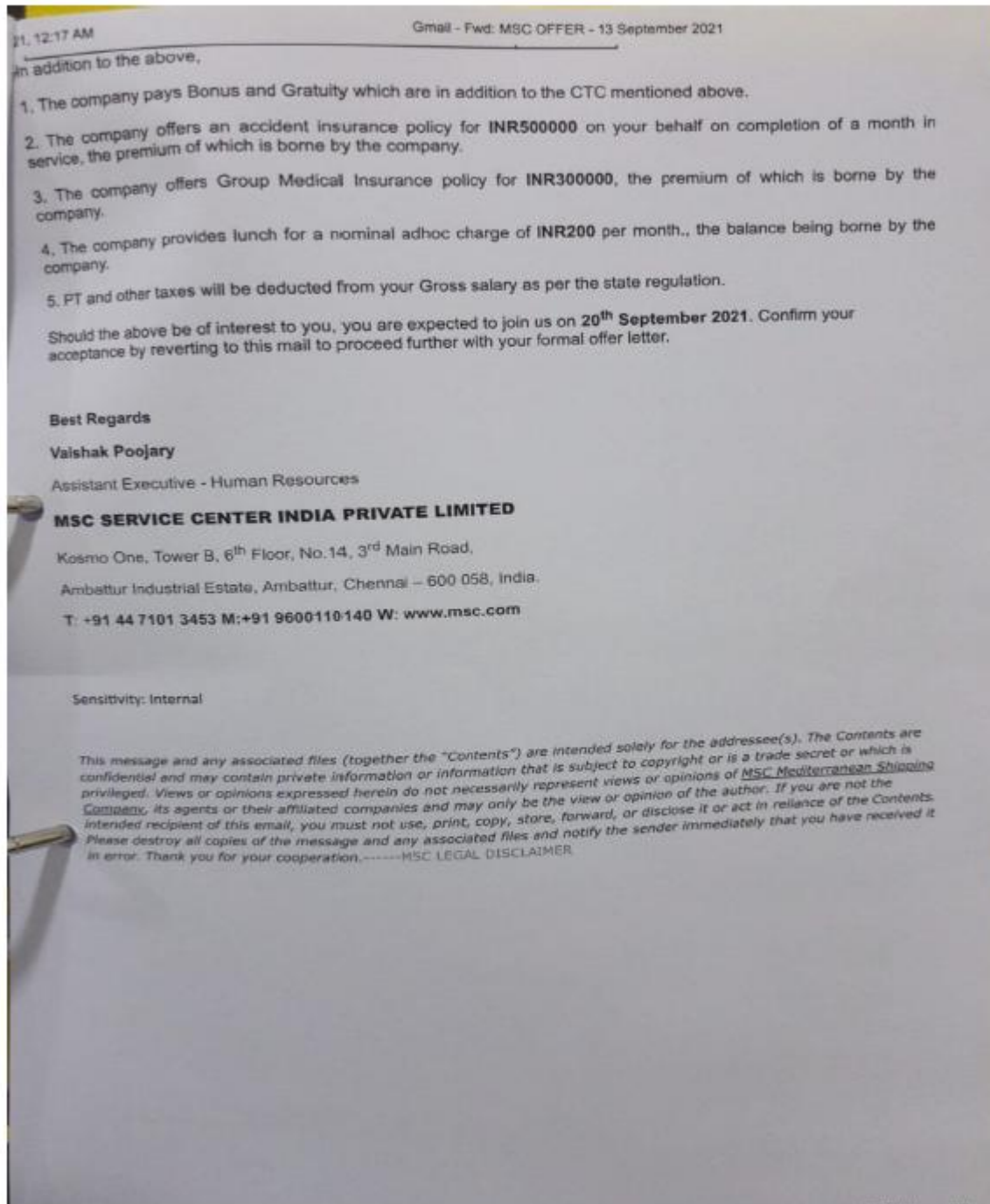
This is with reference to the brief interviews you attended for the upcoming vacancy in Export Documentation process at MSC Service Center India Private limited, Chennai.

In line with our company policy, we can at best designate you as **Assistant Executive – Export Documentation** and you will be assigned to Grade **ED-B1** with an annual CTC of **INR220080**, the detailed monthly split of which is as under:

Salary Components	Per Month
Basic Pay	12500
Statutory Bonus	1041
HRA	2769
Special Allowance	0
Gross Salary (A)	16310
PF (Employer Contribution)	1500
ESI (Employer Contribution)	530
Cost to Company (CTC – Monthly)	18340
Cost to Company (CTC – Annual)	220080
PF (Employee Contribution) (B)	1500
ESI (Employee Contribution) (C)	122
Net Salary (A- (B+C))	14688

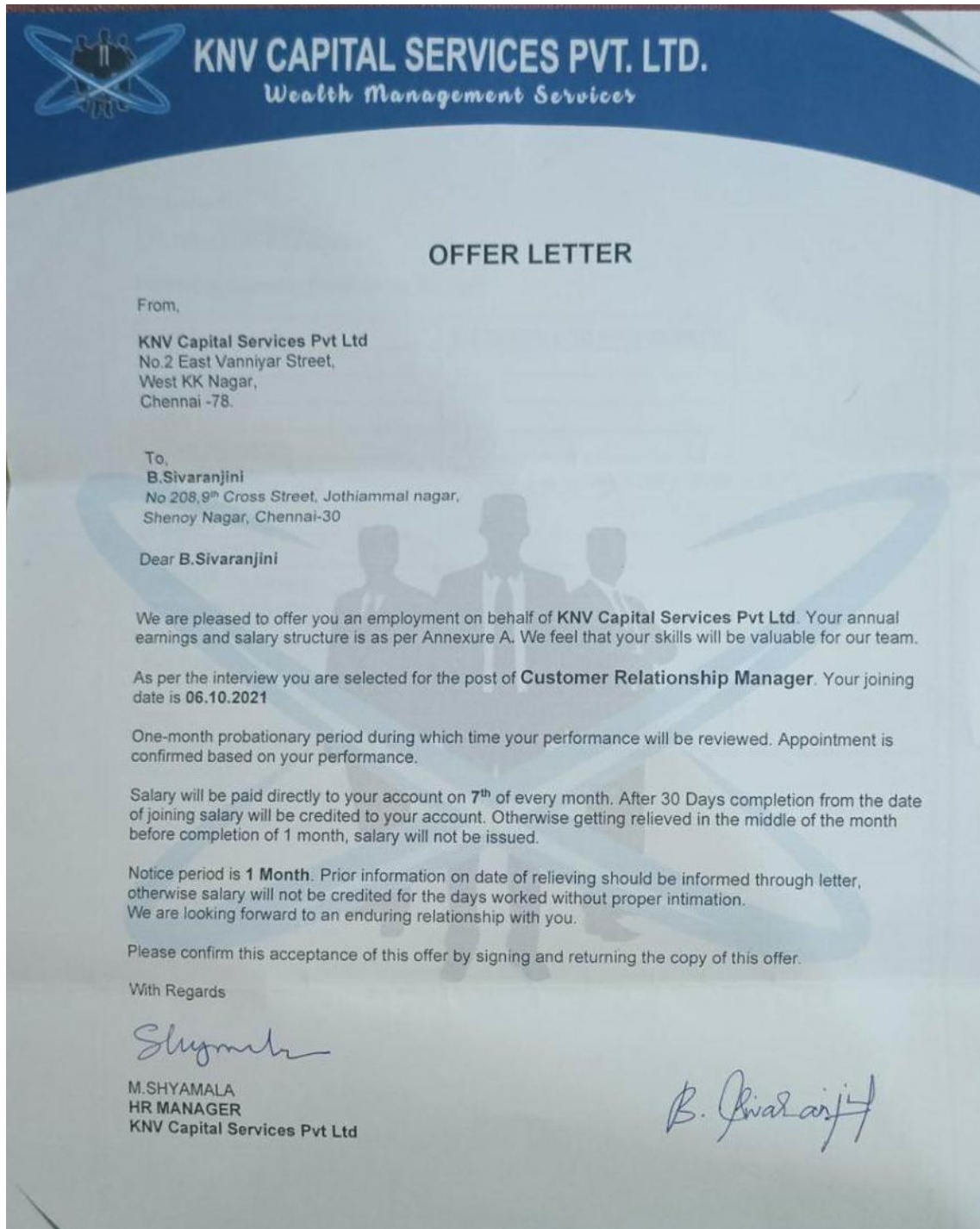


5.2.1 Placement Offer Letters





5.2.1 Placement Offer Letters





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

Dear Mr. Thanigaivelu,

Greetings from Godrej!

We are delighted to have you coming onboard on with effect from 11th October 2021.

To make your transition smooth in Godrej, we have organised a Virtual Corporate Orientation Program for seven (7) days commencing 11th October 2021.

Your portfolio / assignment and the place of posting will be shared with you through a separate email communication either on the first day or before the end of the virtual orientation program.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

Phase 1 (Virtual Platform)

- A. Corporate General Orientation Program
- B. Functional Training

Phase 2: E-modules spread over a month - dates will be communicated later

Phase 3: Training modules of 6 days duration- dates will be communicated later

To make your transition smooth, you will have a Buddy to help and guide you in your initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr. Vishal Makkar (vishalm@godrej.com, 8657164464)
Mr. Ansuman Panda (ansuman@godrej.com, 9437440766)
Ms. Rachna Bhuse (rachna@godrej.com, 9821490425)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,

Harpreet Kaur
Senior Vice President & Head-
Corporate Personnel & Administration
Encl.: Offer Letter





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

Corporate Personnel & Administration Dept.

Ref: HK/HR/CAMPUS-OFFER'2021-22/TO-219

1st October 2021

Mr. Thanigaivelu B
Plot No. 1, Vallal Street
Srinivasa Nagar
Thirumullaivoyal
Chennai - 600062
Mob: 8939718714

TR CAT: C-120

LETTER OF OFFER

Dear Mr. Thanigaivelu,

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as Graduate Trainee in our Organization. Your appointment is covered under the provisions of The Apprentices Act, 1961 and its subsequent amendments thereto. The terms & conditions are as given below:

1. Place of Posting & Period of Training:

Your initial place of posting will be at our Vikhroli Establishment, Mumbai. The training period will be for a period of twelve (12) months from your date of joining, i.e., 11th October 2021.

2. Consolidated stipend:

You will be paid an All-inclusive Consolidated Stipend of Rs.19000/- (Rupees Nineteen Thousand only) per month.

(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).

3. Leave Entitlement:

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

4. General terms & conditions:

- a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- b) As a part of the terms and conditions as mentioned in this Letter of Offer, you will be required to sign a Service Agreement (Bond) for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period). Enclosed is a draft of the said Service Agreement, which you are required to go through, fill in the relevant details viz., name, address, name of the guarantor etc., and return to us along with the acknowledgement copy of the offer letter as a scanned copy to talent.connect@godrej.com.

Contd... (2)





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(3)

Mr. Thanigaivelu B. Chennai - 600062

Due to COVID-19 pandemic and the various restrictions imposed by the Government regarding safety, travel, social distancing norms etc, our onboarding process has been redesigned for the current year. The joining process will be conducted virtually by the HR Operations Team. The link for the joining process will be shared with you via email. You are required to attend the same online. It will be followed by the Corporate Induction Program, details of which will be shared with you through email communication.

In case you need further information about the pre-joining / joining process, please send an email at sakanan@godrej.com; sureshk@godrej.com or aliamma@godrej.com.

5. Qualification Clause (Declaration of Final Year / Semester Results):

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

6. Submission of False Documents:

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

7. Code of Conduct:

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

8. Conflict of Interest:

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

9. Indemnity:

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

Contd... (4)





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(4)

Mr. Thanigaivelu B, Chennai - 600062

10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.

We shall complete the physical document verification process at respective place of posting once you start visiting our Vikhroli Establishment or the Branch / Upcountry Manufacturing Establishment in coordination with the HR / Commercial Team Members at the respective location(s). You will be required to submit the following documents for verification purpose:

- All certificates and marksheet in original pertaining to your educational qualification, along with one Xerox copy of each (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please confirm on the attached copy that you accept our offer and return the copy to us through email at talent.connect@godrej.com within two days from the date of receipt of this letter failing which your appointment as a trainee shall be treated as withdrawn and cancelled.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

For Godrej & Boyce Mfg. Co. Ltd.

Harpreet Kaur
Senior Vice President & Head-
Corporate Personnel & Administration

Encl.: Draft Service Agreement.

I have gone through the Terms & Conditions of the aforesaid Letter of Offer and the Draft Service Agreement and understood the contents of the same. I hereby agree to abide by the said terms & conditions. I shall report for training on 11th October 2021.

Signature: THANIGAIVELU B Date: 2nd October 2021 Mobile No.: 8939718714





5.2.1 Placement Offer Letters

Date: 20-12-2021

Name: YOGESH V

Location: MOGAPPAIR - EAST

Dear Mr./Mrs.
YOGESH V

PROVISIONAL OFFER LETTER

Further to final round of interview held on 19-Nov-2021, we are pleased to inform that you have been selected provisionally for the position of “Sales Officer” as permanent staff in our Bank.

You will receive a detailed Appointment Letter from the Bank immediately on completion of the Joining formalities & joining the bank.

To enable the bank to complete the joining formalities, you are advised to submit the following documents as part of the joining formalities:

1. Resume
2. IRS
3. Employee Personal Details Form
4. Application Blank & Background Verification Form
5. Education - X
6. Education - XII
7. Graduation
8. Post Graduation (if post graduate)
9. PAN Card copy
10. Address Proof
11. Relieving Letter/Experience Letter of HDFC Bank Group Company
12. PF Form 11
13. Photograph

Please note that you are required to bring all the above documents in ORIGINAL & along with one set of self-attested photo-copies of the same. The original documents would be returned immediately to you after due verification.

This provisional offer is valid till one weeks from the date of the offer, subject to successful completion of joining formalities and thereafter would expire automatically. This offer does not confer any right of whatsoever nature for employment in the bank automatically as the issuance of Appointment letter would be subject to your fulfilling all the aforesaid terms and conditions of the Bank.

Please carry this provisional offer while reporting to the branch.

Looking forward to your joining and a mutually beneficial lasting association.

Yours faithfully,

For HDFC BANK LIMITED



5.2.1 Placement Offer Letters



NEW OLOG LOGISTICS PRIVATE LIMITED
HIG 1033, 6th main road, Erisceme,
Mogappair West, Chennai 600037.

Date : 29-Jul-2021

Mr.Gajendran,
No. 23, Kamachi Nagar, 1st Street, Maduravoyal, Chennai - 600 095.
Email Id :gajasmart70@gmail.com

Dear Mr.Gajendran

We are delighted to offer you this role and are outlining here with various aspects about your employment with us.

Function	:	F&A
Grade	:	S1
Cost To Company (CTC)	:	243476.03

PERIOD OF PROBATION:

Three months from the date of joining. This period may be decreased or increased upon the organization's evaluation of your progress.

IMMEDIATE POSTING AND FUTURE TRANSFER:

You will report at our Office, New Olog Logistics Pvt Ltd, HIG 1033,6th street, Mogappair Eri Scheme, Chennai on 03-Aug-2021. It is however to be expressly understood that you may be posted at / transferred to any other establishment of the Company at the sole discretion of the management. Such establishment may be outside the city or state of your immediate or subsequent postings and could be at Corporate, Branch or office, existing or new.

TIMINGS:

You will observe the timings prevalent in the establishment or establishments where your services are utilized.

VALIDITY OF OFFER:

This offer is valid for acceptance till30-Jul-2021.

RETIREMENT:

You will retire from the services of the Company upon attaining the age of 58 years.

www.fr8.in



5.2.1 Placement Offer Letters



NEW OLOG LOGISTICS PRIVATE LIMITED
HIG 1033, 6th main road, Erischeme,
Mogappair West, Chennai 600037.

ANNUAL TOTAL CASH COMPENSATION

The following will be your annual compensation from your date of joining to the date of confirmation.

A. Fixed Compensation		
	Per Month	Per Annum
Fixed Gross Component	17700.00	212400.00
B. Other Benefits		
Gratuity - 4.81% Basic		4733.04
ESIC - Employer / Medical Insurance		6903.00
EPF - Employer		19440.00
COST TO COMPANY (CTC) : (A+B)		243476.03

OTHER TERMS:

Pursuing any part-time-work or business unconnected with this employment is strictly forbidden. All formal academic pursuits like attendance at Colleges, Courses, etc. require written consent of your manager. Any breach of these conditions is liable to disciplinary action, which may include termination.

If the above terms and conditions are acceptable to you, you may please endorse your acceptance.

We take this opportunity to welcome you to our organization and trust your association with us will be mutually beneficial.

Yours Truly,
For New Olog Logistics (P) Ltd.,

Sd/-
Lekshmy U
Manager HR



5.2.1 Placement Offer Letters



NEW OLOG LOGISTICS PRIVATE LIMITED
HIG 1033, 6th main road, Erisceme,
Mogappair West, Chennai 600037.

Dear Mr.Gajendiran,

Please bring the following documents at the time of joining:

1. Photocopies of all the mark sheets and certificates

- a) 10th (SSC)
- b) 12th (HSC)
- c) Graduation
- d) Post Graduation

2. Photocopy of any of the following documents can serve as proof of the date of birth:

- a) 10th Certificate
- b) Passport
- c) Birth Certificate
- d) Aadhar Card
- e) PAN card

3. Accepted Resignation Letter / Relieving Letter from the previous employer.

4. Photocopy of the latest 3 month salary slip (Previous employer)

5. PF and pension Account Numbers

6. Recent passport size color photograph.

Note:

Please bring all the original documents along to enable us to do the verification.



5.2.1 Placement Offer Letters

**LETTER OF INTENT**

CIN: U74999PN2008PTC:132520

Ref.:

Date: 21-Sep-2021

Dear T Abishek

**Sub: Letter of Intent for your selection with Capgemini Business Services India Limited
("The Company")**

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same, the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

1. You shall attend and participate in all the classes and sessions of the Training Course to undergo and successfully clear the periodical assessment of your performance, both written and practical, as per the training schedule and curriculum of the Training Course.
2. You shall successfully complete your graduation without any backlog with an aggregate of minimum 60% marks
3. You shall successfully clear background checks, have confirmation and authentication of your educational certificates from the schools, universities or institutions concerned from where you have cleared those courses, undergo and pass out medical fitness tests including drug tests and other hiring screens as per the applicable Company policies from time to time.
4. You have completed eighteen (18) years of age and have produced documentary proof for the same.
5. You shall submit relevant documents as prescribed by GTT and the Company.
6. You shall be flexible to work in any Shift of work, including, Night shifts.
7. You will be included in the training as per the requirement of the Company.
8. You shall fulfill any other criteria as set by the Company from time to time.

We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions

Accepted and Agreed

With regards,
For Global Talent Track Private Limited

Kanchana S
Key Account Manager

Registered Office Address: Office No. 312-313, City Space, Nagar Road, Vadgaon Sheri, Pune - 411014



5.2.1 Placement Offer Letters

Adecco

Corporate Office
No. 73/1, 13th Floor, Summit B,
Brigade Metropolis, Gerudachar Palaya,
Mahadevapura, Whitefield Main Road, Bengaluru - 560 048
Tel: +91 80 - 68407000

Date: 02-12-2020

Employee Code : H13817
Name : KALAIVANI RAVIKUMAR
Location : CHENNAI

LETTER OF EMPLOYMENT

Dear KALAIVANI RAVIKUMAR

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as **EXECUTIVE** for a fixed period of employment ("Contract"), on the following terms and conditions.


1. The term of your employment shall be valid from **16-11-2020** to **15-04-2021**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. You shall report to work on **16-11-2020** at 9.00 a.m. at **Xpitax Solutions Pvt Ltd, CHENNAI**.
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving **15 day's** notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from **16-11-2020** be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.


In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amount due, if any, shall be credited to your savings bank account.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

Adecco India Pvt. Ltd.


Arun Soman
Sr. Manager - SSC


Simi Chacko
Asst. Manager - SSC

Authorized Signatory
Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment
I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____



5.2.1 Placement Offer Letters

Adecco

Corporate Office
No 73/1, 13th Floor, Summit B
Brigade Metropolis, Garudaohor Palaya
Mahadevapura, Whitefield Main Road, Bangalore – 560 048
Tel: +91 80 68407000


COMPENSATION SHEET


Employee Code: H13817	
Name : KALAIVANI RAVIKUMAR	
Designation : EXECUTIVE	

Compensation	Rs. Per Month
BASIC SALARY	9000.00
HOUSE RENT ALLOWANCE	4179.00
GROSS (SUB TOTAL A)	13179.00
PROVIDENT FUND EMPLOYER	1080.00
ESI DEDUCTION- EMPLOYER	428.00
EMPLOYER PF ADMIN CHARGES	45.00
EMPLOYERS EDLI CHARGES	45.00
EMPR INSURANCE GMC	26.00
EMPR INSURANCE GPA	7.00
EMPLOYER DEDUCTION (SUB TOTAL B)	1631.00
CTC (SUB TOTAL A+B)	14810.00
PROVIDENT FUND EMPLOYEE	1080.00
ESI DEDUCTION- EMPLOYEE	99.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1179.00
TAKE HOME (SUB TOTAL A-C)	12000.00

Annual CTC : **Rs. 177720.00**

Note : "Take home is subjected to all statutory deductions and applicable tax deductions"


Arun Soman
Sr. Manager – SSC


Simi Chacko
Asst. Manager - SSC

Authorized Signatory
Adecco India Pvt. Ltd.,

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____



5.2.1 Placement Offer Letters

Corporate Human Resources Department

Ref: HK/HR/PP-OFFER/2018-19/02

Dear Mr. Kaleb Lazar,

Greetings from Godrej!

We are delighted to have you coming on board on 18th June, 2018.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

Your portfolio / assignment and the place of posting will be shared with you after the Corporate Orientation Program.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

Phase I (At the time of Joining):- Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase II (Mid-Year): - Developmental Program(s)

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase III (Upon completion of the Training): - Organization level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

When you take up the assignment we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr. Kamal Sharma (sharmak@godrej.com, 022-67961420)

Mr. Mitesh Kanojiya (miteshk@godrej.com, 022-67961447)

Ms. Rachna Bhuse (rachna@godrej.com; 022-67961454)

We look forward to you becoming part of the exciting growth journey at Godrej!

Warm Regards,

Harpreet Kaur
Senior Vice President & Head -
Corporate Personnel & Administration

Encl.: Offer Letter

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828
Date: 7th April 2018



5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, Ind
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC0016

Corporate Human Resources Department
Ref.: HK/HR/TR_Offer'2018-19/TO-02
Mr. Kaleb Lazar
No. 43 / 33
Salt Jeswanthammal Sowcar Street
Choolai
Chennai - 600112
Mob: 9043043839

7th April 2018

TR CAT : C - 106

LETTER OF OFFER

Dear Mr. Kaleb,

With reference to your application and the subsequent interview you had with us, we are pleased confirm your selection as **Graduate Trainee** in our Organization on the following terms & conditions :

1. Period of Training:

The training period will be twelve (12) months, from the date of commencement of the training.

2. Consolidated stipend:

You will be paid an All-Inclusive Consolidated Stipend of **Rs.16000/- (Rupees Sixteen Thousand only)** per month.

(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).

3. Leave Entitlement:

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to Company trainees and the same is subject to change from time to time.

4. General terms & conditions :

- a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- b) As a part of the terms and conditions as mentioned in this Letter of Offer, you will be required to sign a Service Agreement (Bond) for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period). Enclosed is a draft of the said Service Agreement, which you are required to go through, fill in the relevant details viz., name, address, name of the guarantor etc., and return to us along with the acknowledgement copy of the offer letter at the following address:

Godrej & Boyce Mfg. Co. Ltd.
Corporate Human Resources Dept.
Plant No.11, 2nd Floor, Pirojshanagar,
LBS Marg, Vikhroli (West), Mumbai 400 079.
Contact: Mr. Suresh K / Ms. Aliamma S
Tel.: 022-6796 4151 / 1435

Contd....(2)



5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(3)

Mr. Kaleb Lazar, Chennai - 600112

You are required to report for your training on 18th June 2018 at 8.40 a.m. at the following venue:

Godrej & Boyce Mfg. Co. Ltd.
3rd Floor, Plant 13 Annexe,
Pirojshanagar, Eastern Express Highway,
Vikhroli East, Mumbai - 400 079
Contact : Ms. Aliamma S/Mr. Suresh K
aliamma@godrej.com; sureshk@godrej.com

5. Qualification Clause (Declaration of Final Year / Semester Results):

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

6. Submission of False Documents:

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

7. Code of Conduct:

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign 'Code of Business Conduct & Ethics' upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

8. Conflict of Interest:

You are expected to carry out your duties and responsibilities diligently, and shall at all times, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

9. Indemnity:

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.

Contd....(4)





5.2.1 Placement Offer Letters

Godrej & Boyce Mfg. Co. L
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC00182

(4)

Mr. Kaleb Lazar, Chennai - 600112

Please bring the following with you, when you report to us on the first day:

- All certificates and marksheet in original pertaining to your educational qualification, along with one Xerox copy of each (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Six passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).

The formal letter of appointment will be issued to you after you report for training.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please confirm on the attached copy that you accept our offer and return the copy to us so as to reach us at the above mentioned address within seven days from the date of receipt of this letter failing which your appointment as a trainee shall be treated as withdrawn and cancelled.

We look forward to your joining Team Godrej for a bright & prosperous career with us.

Yours truly,

Harpreet Kaur
Senior Vice President & Head-
Corporate Personnel & Administration

Encl.: Draft Service Agreement.

I have carefully gone through the Terms & Conditions of the aforesaid Letter of Offer and the Draft Service Agreement and understood the contents of the same. I hereby agree to abide by the said terms & conditions. I shall report for training on _____.

Signature: _____ Date: _____ Mobile No.: _____

cc : Corporate Human Resources Dept., Plant 11

ab



5.2.1 Placement Offer Letters

Padmanabhan Ramani & Ramanujam
CHARTERED ACCOUNTANTS

1F, ARUDHRA
NEW NO. 15, HABIBULLAH ROAD,
T. NAGAR, CHENNAI - 600 017.
PHONE : 4550 2181
4212 1451

Offer Letter

28.10.2021

Dear Mr Crivathsan. B
24/21, Annai illam,
Thazhankinaru street,
Villivakkam,
Chennai-600049

We refer to your recent interview for the below position and the subsequent discussions we had thus far. We are pleased to inform that we are offering you the position with our firm under the following terms and conditions:

Designation : Risk Management Analyst

Client Name : You will be working under our roll and will be working under supervision and control of Citicorp Services India Private Limited

Job location : Citicorp Services India Private Limited, Ramanujam IT City, Rajiv Gandhi Salai, Old Mahabalipuram Road, Near Tidel Park, Tharamani, Chennai, Tamil Nadu 600113


Date of Joining: 08.11.2021

Salary : You will receive the Cost to company of Rs 2.53 lakhs per annum. This includes employee contribution to PF, bonus if any, payable as per Bonus Act during the year. Tax deductions and other statutory deductions like provident fund would be done at source as per the provisions of the respective statutes.. Gratuity will be paid as per provisions of Gratuity Act. Breakup of salary is as follows:

Particulars	Monthly	Per annum
Basic+DA	11500	138000
HRA	7600	91200
Sub total	19100	229200
Employer contribution to PF	1380	16560
Employer contribution to PF	621	7452
Gross salary/CTC	21101	253212



5.2.1 Placement Offer Letters

 **SRI RAMACHANDRA
HOSPITAL**

Porur, Chennai - 600
Ph - 24768027, 31
Fax - 091-44-2476

Ref.No: SRMC/HRD/HAS/2021 Date: 15.09.2021

To:
Mr. B. YESWANTH,
S/o. C. Baskar,
No. 22, Adhipuniswarar Koil Street,
Pallikarasa,
Chennai - 600 100.

Dear Yeswanth,

With reference to your application and subsequent interview you had with us, we are pleased to inform you have been provisionally selected as "Trainee - Executive" in the department of Hospital Ancillary Services (Admin). You will be paid a gross salary of Rs.12,000/- (Rupees Twelve Thousand Only) per month.

S.No	Requirement
1	Passport Size Photograph - 5 Nos (With blue background)
2	Stamp size photograph - 2 Nos (With blue background)
3	H.Sc Mark Sheet
4	Transfer Certificate
5	Degree Certificates
6	Pan card and Aadhaar card copy
7	All Experience Certificates

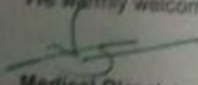
Pre employment medical check-up is mandatory. Immunization and X-Ray Chest is compulsory which is provided at a subsidized rate on payment.

You will be issued formal appointment letter on completion of all HR Department formalities, on your joining.

You have to report within 7 days on your acceptance, failing which this order stands as withdrawn.

Please sign and return the duplicate copy of this letter in token of acceptance of the appointment.

We warmly welcome you to join the SRMC family.


Medical Director



5.2.1 Placement Offer Letters



HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

November 9, 2021

Ref:HDBFS/21-22/HRIC405376/Appt/259447

Mr.Kiran Babu R
Chennai

Dear Mr.Kiran Babu R ,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as OFFICER - BPRG on the terms and conditions set out in this letter of appointment ("Agreement").

1. Position and Posting:

- 1.1 Your initial posting will be at GREAMS ROAD 3 and you will be reporting to the MANAGER - BPRG.
- 1.2 You are liable to be transferred or deputed, temporarily or permanently, part time or whole time to any section, division, subsidiary or associate concern or any other place of business, which is in existence or may come into existence at a future date, as may be decided by the Company.

2. Probation:

- 2.1 You will be on probation for a period of 6 (six) months from the date of your employment. Subject to the satisfactory performance by you during the probationary period, you will be confirmed in the services of the Company in writing.

3. Remuneration & Taxes:

- 3.1 Your remuneration and benefits will be as set forth in the Annexure hereto. The Company shall inform you of any changes in the remuneration in writing (which includes in electronic form) and from the date indicated in such communication the remuneration shall stand amended.
- 3.2 The Company may withhold from any amounts payable to you under this Agreement such central, state and local taxes as may be required to be withheld pursuant to any applicable law or regulation.
- 3.3 The Company reserves the right to deduct or withhold salary or any form of remuneration in the event that the repayment for any loan or similar facility availed by you from the Company remains outstanding.

4. Duties & Responsibilities:

- 4.1 Your duties and responsibilities have already been explained to you. You are also expected to undertake reasonable alternative duties in addition to, or instead of your normal duties. The Company's decision in this regard would stand as final and binding on you.
- 4.2 You are required to attend punctually at such place or places as your duties may require for such period as the Company in its absolute discretion may decide as necessary.

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

Page 1 of 7



5.2.1 Placement Offer Letters

15. Joining Formalities:

- 15.1 Your appointment will be subject to the Company receiving satisfactory references and verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your professional career, as may be required by the Company.
- 15.2 You are required to join the services/employment of the Company immediately.
- 15.3 Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining :
- (a) Copy of Educational Certificates and Mark sheets (Xth, XIIth, Graduation, Post Graduation)
 - (b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
 - (c) Copy of Resignation Letter submitted to previous employer
 - (d) Relieving Letter from previous employer. If not available at the time of joining, the same must be submitted within ONE month of joining
 - (e) Duly signed duplicate copy of Appointment Letter
 - (f) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)
- 15.4 This offer of employment with the Company is valid for a period of 15 (fifteen) days from the date of this Agreement. As your acceptance to these terms of employment, please sign the duplicate copy of this Agreement in the space provided below and return the same to us.
- 15.5 You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Corporate Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.

Ashish Ghatnekar
Head - Human Resources & Operations



AGREED AND ACCEPTED

Mr.Kiran Babu R



5.2.1 Placement Offer Letters

Annexure

 HDB FINANCIAL SERVICES		Compensation Breakup	
Salutation		Mr.	
Name		Kiran Babu R	
Role		Officer - BPRG	
Grade		1b	
Location		Greams Road 3	
City		Chennai	
Reporting to		Manager - BPRG	
Annual Compensation Break up			HDBFS Monthly
Basic	96,000		8,000
HRA	48,000		4,000
Other Allowance	21,858		1,822
Provident Fund (Employer's contribution)	14,142		1,178
Gross Salary (A)	1,80,000		15,000
ESIC (Employer's contribution)----(B)	5,390		449
Gratuity----- (C)	4,615		385
Total Fixed Compensation (D=A+B+C)	1,90,005		15,834
Note:			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively.			
This Offer is subject to positive reference checks & Credit Bureau check. Your consent for candidature of the Company will be considered as consent for accessing your Credit report.			
Gratuity is as per "The Payment of Gratuity Act".			
			

Ref:HDBFS/21-22/HRIC405376/Appt/HRIC405376



5.2.1 Placement Offer Letters



HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.cc
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

December 27, 2021

Ref:HDBFS/21-22/HRIC282686/App/01007

Mr.X Philip Prakash ,
House No-6/29,
M H Colony,Aminjikarai,
Amman Kovil Street,
Chennai-600029

Dear Mr.X Philip Prakash ,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as OPERATIONS EXECUTIVE on the terms and conditions set out in this letter of appointment ("Agreement").

1. Position and Posting:

- 1.1 Your initial posting will be at CHENNAI.
- 1.2 You are liable to be transferred or deputed, temporarily or permanently, part time or whole time to any section, division, subsidiary or associate concern or any other place of business, which is in existence or may come into existence at a future date, as may be decided by the Company.

2. Probation:

- 2.1 You will be on probation for a period of 6 (six) months from the date of your employment. Subject to the satisfactory performance by you during the probationary period, you will be confirmed in the services of the Company in writing.

3. Remuneration & Taxes:

- 3.1 Your remuneration and benefits will be as set forth in the Annexure hereto. The Company shall inform you of any changes in the remuneration in writing (which includes in electronic form) and from the date indicated in such communication the remuneration shall stand amended.
- 3.2 The Company may withhold from any amounts payable to you under this Agreement such central, state and local taxes as may be required to be withheld pursuant to any applicable law or regulation.
- 3.3 The Company reserves the right to deduct or withhold salary or any form of remuneration in the event that the repayment for any loan or similar facility availed by you from the Company remains outstanding.

4. Duties & Responsibilities:

- 4.1 Your duties and responsibilities have already been explained to you. You are also expected to undertake reasonable alternative duties in addition to, or instead of your normal duties. The Company's decision in this regard would stand as final and binding on you.
- 4.2 You are required to attend punctually at such place or places as your duties may require for such period as the Company in its absolute discretion may decide as necessary.



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

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5.2.1 Placement Offer Letters

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name		MR.X PHILIP PRAKASH	
Role		Operations Executive	
Grade		G7	
Location		Chennai	
Annual Compensation Break up			HDBFS Monthly
Basic	78,756		6,563
HRA	31,500		2,625
Conveyance Allowance	15,744		1,312
Provident Fund (Employer's contribution)	11,340		945
Gross Salary (A)	1,37,340		11,445
ESIC (Employer's contribution)----(B)	4,095		341
Gratuity----- (C)	3,788		316
Total Fixed Compensation (D=A+B+C)	1,45,223		12,102
Note:			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/21-22/HRIC282686/Appt/X01007	

I accept the terms and conditions as mentioned in the Appointment letter.

Mr.X Philip Prakash



5.2.1 Placement Offer Letters

HCL TECHNOLOGIES LTD.

Division: Business Services
B-34/3, Sector 59, Noida 301 301, UP, India
Tel +91 120 4364200, Fax +91 120 2589688
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India
CIN- L74140DL1991PLCO46369
www.hclbpo.com
www.hcl.com

Date: November 24, 2021

Private and Confidential

ASHIK M

**1632,5th Main Road
Tamil Nadu Housing board,
Chennai,
Tamil Nadu,
India - 600077**

Dear ASHIK,

With reference to your application and subsequent interview, we are pleased to make you an offer – cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company")** as **Customer Service Representative**. You are required to report on November 25, 2021 at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3**.

- Your annual compensation would be **Rs. 169000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuiness of documents or information provided by you to the Company. You are

Signature of the employee

HCL



5.2.1 Placement Offer Letters

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

CIN- L74140DL1991PLCO46369

www.hclbpo.com

www.hcl.com

termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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

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

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

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

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

Yours sincerely,

For HCL TECH LTD BPO SERVICES

Amrita Das

Vice President, Head-Global Rewards

Signature of the employee