



# **Avinashilingam Institute for Home Science and Higher Education for Women**

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

**Coimbatore - 641 043, Tamil Nadu, India**

**2022-2023: Offer letter**

**Career Guidance & Placement Cell**

# FY23 Campus Hiring - CGI | Offers (Engg) - Avinashilingam Institute for Home Science and Higher Education for Women

External

Inbox

V

**Karthikeyan, Vishnupriya**

Thu, May  
25,  
11:44 AM

to me, Krupa

Dear SudhaRani,

Thanks for your collaboration with CGI on the Placement for FY 23.

FY23 hiring is completed as per our current business demands.

As per demand dynamics & stack ranking, Glad to conclude the FY 23 hiring with the below Offers.

We have planned multiple engagement programs for the offered Students, a few are mentioned below

1. Campus ambassador program
2. CSR activities
3. Leadership Connect
4. Pre-Onboarding training schedule will be received for the offered candidates as per the final exam dates received

We need your support to make these programs a success which helps the students to have a broader roadmap from Campus to Corporate.

List of Offers for your reference:

Summary :

1. Total Offered: Non Engg : 11 & Engg: 2
2. Offer accepted: Non Engg : 11 & Engg: 2

Non Engg : Offered

Name	Mobile Number	Personal Mail ID	Gender
Dharani M	9578370435	<a href="mailto:sweethamurugan75@gmail.com">sweethamurugan75@gmail.com</a>	Female
Maheswari S	9952702026	<a href="mailto:20ucs076@avinuty.ac.in">20ucs076@avinuty.ac.in</a>	Female
Boomika Shree S	7708156404	<a href="mailto:boomikashree1310@gmail.com">boomikashree1310@gmail.com</a>	Female

Akalya Balakrishnan	6380781454	<a href="mailto:akalyameena33@gmail.com">akalyameena33@gmail.com</a>	Female
Ramya Muthusamy	7397683693	<a href="mailto:ramyamuthusamy763@gmail.com">ramyamuthusamy763@gmail.com</a>	Female
Harisruthi K	8838283572	<a href="mailto:sruthikaruna28hs@gmail.com">sruthikaruna28hs@gmail.com</a>	Female
Harshini M S	9361577653	<a href="mailto:harshini1379@gmail.com">harshini1379@gmail.com</a>	Female
Varshini B	9514774708	<a href="mailto:varshinibrighty@gmail.com">varshinibrighty@gmail.com</a>	Female
Durga Nandhini S	9345714716	<a href="mailto:sdnandhini2002@gmail.com">sdnandhini2002@gmail.com</a>	Female
Harshawarthini S	6381336757	<a href="mailto:harshawarthini03it@gmail.com">harshawarthini03it@gmail.com</a>	Female
Sritha V	9566561063	<a href="mailto:srithavelusamy@gmail.com">srithavelusamy@gmail.com</a>	Female

Engg : Offered

Name	Mobile Number	Personal Mail ID
G S Shivani	9944744890	<a href="mailto:g.s.shivanis@gmail.com">g.s.shivanis@gmail.com</a>
Mirudhu Bhasini E	9092413793	<a href="mailto:mirudhu25mini@gmail.com">mirudhu25mini@gmail.com</a>

Please feel free to reach out to us for any queries & Clarification.

**Thanks & Regards,**

Vishnupriya Karthikeyan

HR | Talent Acquisition

**CGI** | INDIA GLOBAL DELIVERY CENTRE



**Ms.Dharani M**  
**3/153MANJANAYAKANURPOLLACHI**  
**TALUKJALLIPATTICOIMBATORE**  
**TAMILNADU-642007**  
**642007**

Dear Dharani,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your **Total Target Earnings** is **INR 365,340/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 040-6734 5000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy



- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies
- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management
- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation
  - a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information
  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof
  - d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
    - i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
    - ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
    - iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards
  - e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company
  - f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

- Your initial posting will be in . However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time
- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone
- **Non-solicitation:** During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI
- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions
- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified
- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **Two months' written notice or salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect
- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above
- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever
- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI



- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation



- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your <u>non-relevant</u> experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.



• **Base Compensation Components:**

Designation	: Associate Software Engineer	
Effective	:	
<b>Pay Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan <sup>1</sup>	4,053	48,636
<b>Base Compensation</b>	<b>25,553</b>	<b>306,636</b>
Provident Fund <i>Company Contribution</i>	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
<b>Gross Compensation</b>	<b>29,167</b>	<b>350,004</b>
Share Purchase Plan <i>Company Contribution</i> <sup>2</sup>	767	9,204
Profit Participation Plan <sup>3</sup>	511	6,132
<b>Total Target Earnings</b>	<b>30,445</b>	<b>365,340</b>

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company’s philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

**Note:**

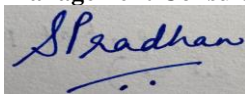
Flexible Compensaton Plan<sup>1</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and Management Consultants Pvt. Ltd.,**



**Sarika Pradhan**  
**Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

*M. Dharani* Date:11-01-2023

**Signature & Date**



## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10 <sup>th</sup> class mark sheet & certificate
7	12 <sup>th</sup> class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report



**CGI Information Systems and Management Consultants Pvt. Ltd.**

Regd. Office: e.city, Tower 2, No.95/1 & 95/2,

Electronic City, Phase I (West)

Bangalore – 560 100. India

Tel +91-80-6642 2222 | Fax +91-80-6642 1200

**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**9-Jan-23**

**Ms.Maheswari S**  
**4/29ChennimalaipalayamSaamithottam**  
**Veerasolapuram(po)Kangeyam(via)**  
**Tirupur(dt). Vellakovil**  
**638111**

Dear Maheswari,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

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  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof
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  - f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

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- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone
- **Non-solicitation:** During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI
- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions
- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified
- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **Two months' written notice or salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect
- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above
- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever
- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI



- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation



- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your <u>non-relevant</u> experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

• **Base Compensation Components:**

Designation	: Associate Software Engineer	
Effective	:	
<b>Pay Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan <sup>1</sup>	4,053	48,636
<b>Base Compensation</b>	<b>25,553</b>	<b>306,636</b>
Provident Fund <i>Company Contribution</i>	2,580	30,960
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Share Purchase Plan <i>Company Contribution</i> <sup>2</sup>	767	9,204
Profit Participation Plan <sup>3</sup>	511	6,132
<b>Total Target Earnings</b>	<b>30,445</b>	<b>365,340</b>

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company’s philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

**Note:**

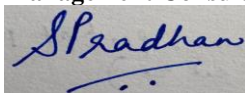
Flexible Compensaton Plan<sup>1</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

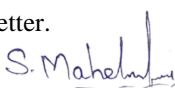
**For CGI Information Systems and Management Consultants Pvt. Ltd.,**



**Sarika Pradhan**  
**Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

 Date:11-01-2023  
**Signature & Date**





## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10 <sup>th</sup> class mark sheet & certificate
7	12 <sup>th</sup> class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report



**CGI Information Systems and Management Consultants Pvt. Ltd.**

Regd. Office: e.city, Tower 2, No.95/1 & 95/2,  
Electronic City, Phase I (West)  
Bangalore – 560 100. India  
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**19-Jan-23**

**Ms.Harisruthi K**  
**52/1A Odaipurampokku street**  
**Mulanur**  
**Dharapuram**  
**638106**

Dear Harisruthi,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your **Total Target Earnings** is **INR 365,340/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy



- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies
- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management
- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation
  - a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information
  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof
  - d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
    - i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
    - ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
    - iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards
  - e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company
  - f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

- Your initial posting will be in . However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time
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- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
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Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

**Note:**

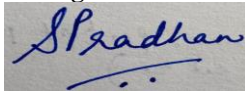
Flexible Compensaton Plan<sup>1</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and  
Management Consultants Pvt. Ltd.,**



**Sarika Pradhan  
Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

 21/01/2023  
Signature & Date



## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10 <sup>th</sup> class mark sheet & certificate
7	12 <sup>th</sup> class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report





**CGI Information Systems and Management Consultants Pvt. Ltd.**

Regd. Office: e.city, Tower 2, No.95/1 & 95/2,

Electronic City, Phase I (West)

Bangalore – 560 100. India

Tel +91-80-6642 2222 | Fax +91-80-6642 1200

**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**19-Jan-23**

**Ms.Harshini M S**  
**34/d8-1Abrindhavan nagar**  
**Dasampalayam roadmettupalayam**  
**Coimbatore**  
**641305**

Dear Harshini,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your **Total Target Earnings** is **INR 365,340/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy



- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies
- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management
- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation
  - a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information
  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof
  - d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
    - i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
    - ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
    - iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards
  - e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company
  - f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

- Your initial posting will be in . However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time
- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone
- **Non-solicitation:** During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI
- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions
- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified
- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **Two months' written notice or salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect
- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above
- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever
- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI



- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation



- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

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Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.

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Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
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Weighted Experience	=	A weighted percentage is given to your <u>non-relevant</u> experience, either to your role or skill, for which you are being hired in CGI		
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Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

• **Base Compensation Components:**

Designation : Associate Software Engineer		
Effective :		
<b>Pay Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan <sup>1</sup>	4,053	48,636
<b>Base Compensation</b>	<b>25,553</b>	<b>306,636</b>
Provident Fund <i>Company Contribution</i>	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
<b>Gross Compensation</b>	<b>29,167</b>	<b>350,004</b>
Share Purchase Plan <i>Company Contribution</i> <sup>2</sup>	767	9,204
Profit Participation Plan <sup>3</sup>	511	6,132
<b>Total Target Earnings</b>	<b>30,445</b>	<b>365,340</b>

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

**Note:**

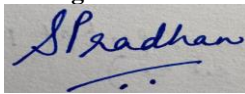
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The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and  
Management Consultants Pvt. Ltd.,**



**Sarika Pradhan  
Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

*Harshini M S* 23/01/2023  
Signature & Date



## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

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Electronic City, Phase I (West)

Bangalore – 560 100. India

Tel +91-80-6642 2222 | Fax +91-80-6642 1200

**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**23-Jan-23**

**Ms.Akalya Balakrishnan**  
**27, THIRUMOORTHY PILLAI STREET,**  
**SULUR,**  
**COIMBATORE,**  
**641402**

Dear Akalya,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your **Total Target Earnings** is **INR 365,340/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 040-6734 5000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

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  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
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- **Non-solicitation:** During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI
- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions
- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified
- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **Two months' written notice or salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect
- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above
- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever
- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI



- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation



- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your <u>non-relevant</u> experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

• **Base Compensation Components:**

Designation	: Associate Software Engineer	
Effective	:	
<b>Pay Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan <sup>1</sup>	4,053	48,636
<b>Base Compensation</b>	<b>25,553</b>	<b>306,636</b>
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<b>Gross Compensation</b>	<b>29,167</b>	<b>350,004</b>
Share Purchase Plan <i>Company Contribution</i> <sup>2</sup>	767	9,204
Profit Participation Plan <sup>3</sup>	511	6,132
<b>Total Target Earnings</b>	<b>30,445</b>	<b>365,340</b>

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

**Note:**

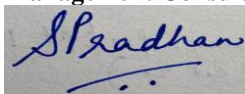
Flexible Compensaton Plan<sup>1</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and  
Management Consultants Pvt. Ltd.,**



**Sarika Pradhan  
Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

\_\_\_\_\_  
Signature & Date



## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10 <sup>th</sup> class mark sheet & certificate
7	12 <sup>th</sup> class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report



**CGI Information Systems and Management Consultants Pvt. Ltd.**

Regd. Office: e.city, Tower 2, No.95/1 & 95/2,

Electronic City, Phase I (West)

Bangalore – 560 100. India

Tel +91-80-6642 2222 | Fax +91-80-6642 1200

**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**9-Jan-23**

**Ms.Boomika Shree S**  
**93/50 A Venkatachalapathy nagar**  
**G.Koundampalyammaicken palayam (post)**  
**Coimbatore-20**  
**641020**

Dear Boomika,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your **Total Target Earnings** is **INR 365,340/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 040-6734 5000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy



- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies
- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management
- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation
  - a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information
  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof
  - d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
    - i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
    - ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
    - iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards
  - e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company
  - f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge



- Your initial posting will be in . However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time
- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone
- **Non-solicitation:** During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI
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- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
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**Note:**

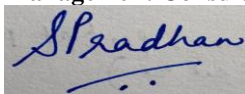
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I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and Management Consultants Pvt. Ltd.,**



**Sarika Pradhan**  
**Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

\_\_\_\_\_  
**Signature & Date**



## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10 <sup>th</sup> class mark sheet & certificate
7	12 <sup>th</sup> class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report



**CGI Information Systems and Management Consultants Pvt. Ltd.**

Regd. Office: e.city, Tower 2, No.95/1 & 95/2,

Electronic City, Phase I (West)

Bangalore – 560 100. India

Tel +91-80-6642 2222 | Fax +91-80-6642 1200

**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**16-Jan-23**

**Ms.Durga Nandhini S**  
**8/6 Balaji nagar**  
**Upplipalayam post office opposite**  
**Varatharajapuram.Coimbatore**  
**641015**

Dear Durga,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your **Total Target Earnings** is **INR 365,340/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy



- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies
- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management
- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation
  - a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information
  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof
  - d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
    - i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
    - ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
    - iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards
  - e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company
  - f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

- Your initial posting will be in . However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time
- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone
- **Non-solicitation:** During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI
- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions
- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified
- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **Two months' written notice or salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect
- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above
- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever
- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI





- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation



- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your <u>non-relevant</u> experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

• **Base Compensation Components:**

Designation	: Associate Software Engineer	
Effective	:	
<b>Pay Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan <sup>1</sup>	4,053	48,636
<b>Base Compensation</b>	<b>25,553</b>	<b>306,636</b>
Provident Fund <i>Company Contribution</i>	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
<b>Gross Compensation</b>	<b>29,167</b>	<b>350,004</b>
Share Purchase Plan <i>Company Contribution</i> <sup>2</sup>	767	9,204
Profit Participation Plan <sup>3</sup>	511	6,132
<b>Total Target Earnings</b>	<b>30,445</b>	<b>365,340</b>

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

**Note:**

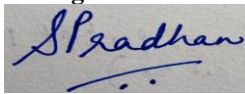
Flexible Compensaton Plan<sup>1</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and Management Consultants Pvt. Ltd.,**



**Sarika Pradhan**  
**Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

\_\_\_\_\_  
**Signature & Date**



## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

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**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**9-Jan-23**

**Ms.Ramya Muthusamy  
PeranayakkanurSubbanayakkar  
ThottamKaveriyammappatty post  
OddanchatramDindigul  
624619**

Dear Ramya,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

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- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
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- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **Two months' written notice or salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect
- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above
- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever
- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI



- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation





- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your <u>non-relevant</u> experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.



Ms.Ramya Muthusamy

• **Base Compensation Components:**

Designation : Associate Software Engineer		
Effective :		
<b>Pay Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan <sup>1</sup>	4,053	48,636
<b>Base Compensation</b>	<b>25,553</b>	<b>306,636</b>
Provident Fund <i>Company Contribution</i>	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
<b>Gross Compensation</b>	<b>29,167</b>	<b>350,004</b>
Share Purchase Plan <i>Company Contribution</i> <sup>2</sup>	767	9,204
Profit Participation Plan <sup>3</sup>	511	6,132
<b>Total Target Earnings</b>	<b>30,445</b>	<b>365,340</b>

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

**Note:**

Flexible Compensation Plan<sup>1</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and  
Management Consultants Pvt. Ltd.,**

**Sarika Pradhan  
Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Ramya.M 10.01.2023  
Signature & Date



## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for CGI's personnel records and will be subjected to background verification. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10 <sup>th</sup> class mark sheet & certificate
7	12 <sup>th</sup> class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report

Ranya.M 10.01.2023



**CGI Information Systems and Management Consultants Pvt. Ltd.**

Regd. Office: e.city, Tower 2, No.95/1 & 95/2,  
Electronic City, Phase I (West)  
Bangalore – 560 100. India  
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**25-Jan-23**

**Ms.Sritha V  
Thalinjik kadu thottamM  
KallampalayamM PalladamM  
TirupurM  
641664**

Dear Sritha,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your **Total Target Earnings** is **INR 365,340/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy



- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies
- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management
- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation
  - a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information
  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof
  - d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
    - i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
    - ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
    - iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards
  - e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company
  - f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

- Your initial posting will be in . However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time
- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone
- **Non-solicitation:** During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI
- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions
- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified
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- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your <u>non-relevant</u> experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

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• **Base Compensation Components:**

Designation	: Associate Software Engineer	
Effective	:	
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**Note:**

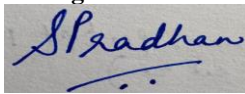
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I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and Management Consultants Pvt. Ltd.,**



**Sarika Pradhan**  
**Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

\_\_\_\_\_  
**Signature & Date**



## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

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10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report



**CGI Information Systems and Management Consultants Pvt. Ltd.**

Regd. Office: e.city, Tower 2, No.95/1 & 95/2,

Electronic City, Phase I (West)

Bangalore – 560 100. India

Tel +91-80-6642 2222 | Fax +91-80-6642 1200

**cgi.com**

CIN: U72200KA1990PTC019138

**Personal and Confidential**

**16-Jan-23**

**Ms.Varshini B  
No.3 Thiruvalluvar Street  
Devanga NagarEdayarpalayam  
Coimbatore  
641025**

Dear Varshini,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your **Total Target Earnings** is **INR 365,340/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy



- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies
- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management
- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation
  - a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information
  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof
  - d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
    - i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
    - ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
    - iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards
  - e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company
  - f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

- Your initial posting will be in . However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time
- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone
- **Non-solicitation:** During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI
- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions
- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified
- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **Two months' written notice or salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect
- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above
- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever
- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI



- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation



- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

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Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.

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Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
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Weighted Experience	=	A weighted percentage is given to your <u>non-relevant</u> experience, either to your role or skill, for which you are being hired in CGI		
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Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

• **Base Compensation Components:**

Designation	: Associate Software Engineer	
Effective	:	
<b>Pay Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan <sup>1</sup>	4,053	48,636
<b>Base Compensation</b>	<b>25,553</b>	<b>306,636</b>
Provident Fund <i>Company Contribution</i>	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
<b>Gross Compensation</b>	<b>29,167</b>	<b>350,004</b>
Share Purchase Plan <i>Company Contribution</i> <sup>2</sup>	767	9,204
Profit Participation Plan <sup>3</sup>	511	6,132
<b>Total Target Earnings</b>	<b>30,445</b>	<b>365,340</b>

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

**Note:**

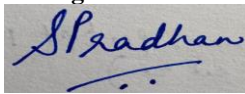
Flexible Compensaton Plan<sup>1</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

**For CGI Information Systems and Management Consultants Pvt. Ltd.,**



**Sarika Pradhan**  
**Vice President Corporate Services**

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

\_\_\_\_\_  
**Signature & Date**





## Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10 <sup>th</sup> class mark sheet & certificate
7	12 <sup>th</sup> class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report

Date: 1st February 2023

To  
Ms.Iswarya.M,  
Digital academy 360,  
Coimbatore.

**Subject: Offer of Employment**

Dear **Iswarya.M**,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of **Junior Counsellor** with **Digital Academy 360**.

Your location of reporting is Digital Academy 360, Coimbatore and your scheduled date of joining will be **1st February 2023**.

Your Total CTC will be **Rs.2,40,000/-p.a.** The same has been detailed in the CompensationDetails sheet. For the purpose of clarification, your compensation details and related figures are dependent on your designation.

You will be on probation for a period of 3 months with salary of **Rs.10,000/-p.m.** From the date of joining our company and may be confirmed as a permanent employee upon successful completion of your probation, if deemed suitable by the management.

Please confirm your acceptance of this offer by signing and returning a scanned copy of the same via mail.

We look forward to working with you at Digital Academy 360.

Yours Sincerely



**Mr. Yogesh Chandrashekar**  
by: **Managing Director**

**Accepted**

Date: 1st February 2023

To  
Ms.lyswarya.S,  
Digital academy 360,  
Coimbatore.

**Subject: Offer of Employment**

Dear Iyswarya.S,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of **Junior Counsellor** with **Digital Academy 360**.

Your location of reporting is Digital Academy 360, Coimbatore and your scheduled date of joining will be **1st February 2023**.

Your Total CTC will be **Rs.240000/- p.a.** The same has been detailed in the Compensation Details sheet. For the purpose of clarification, your compensation details and related figures are dependent on your designation.

You will be on probation for a period of 3 months with salary of **Rs.10000/-p.m.** from the date of joining our company and may be confirmed as a permanent employee upon successful completion of your probation, if deemed suitable by the management.

Please confirm your acceptance of this offer by signing and returning a scanned copy of the same via mail.

We look forward to working with you at Digital Academy 360.

Yours Sincerely



**Mr. Yogesh Chandrashekar**  
by: **Managing Director**

**Accepted**



A FAIRFAX Company

SOTC Travel Limited  
Marathon Futurex, B-Wing,  
13th Floor, N. M. Joshi Marg,  
Lower Parel,  
Mumbai 400 013.  
T +91 22 4905 9100  
F +91 22 4905 9700  
Corporate : www.sotcindia.com  
Consumer : www.sotc.in

18-Apr-23

S Akshaya  
No.6, Kumaran Nagar, Nsn Palayam, Coimbatore  
Coimbatore, Tamil Nadu-641031

### APPOINTMENT LETTER

Dear S Akshaya,

With reference to your application and the subsequent interviews you have had with **SOTC Travel Limited** (hereinafter referred to as the Company), we are pleased to appoint you as **Graduate Trainee** with effect from **18-Apr-23** in our **Leisure Travel** Department, at present based at **St. Marks Road** in Band **G** of the management cadre, on the following terms and conditions:-

#### 1. PROBATION:

- You will be on probation for a period of **3 months**. During this period, you will be expected to meet the expectation of the Company by attaining the standards required by the Company as to your work, attendance and conduct and provided the Company receives satisfactory references. Failing which, the Company may, at its discretion, forthwith terminate your services by giving you **45 days** notice.
- During your probationary period the Management reserves the right to terminate your appointment at its absolute discretion, after giving you **45 days** notice or on payment of **45 days** salary in lieu of notice. Similarly, you shall be at liberty to resign after giving **45 days** notice.
- If your services are terminated for breach of Company policies and / or loss of confidence and/or background verification failure or any misconduct, your services would be terminated forthwith, and no notice pay in lieu thereof will be paid by the Company.
- During your probation period you will be bound by the same set of rules, regulations, and norms in matters of conduct, business standards and responsibilities as applicable to confirmed employees.

#### 2. CONFIRMATION:

- On successful completion of your probationary period, your services will be confirmed. A letter to this effect will be issued to you.
- Post confirmation in service, the Management reserves the right to terminate your appointment at its absolute discretion, after giving you **45 days** notice or on payment of **45 days** salary in lieu of notice. Similarly, you shall be at liberty to resign after giving **45 days** notice.

Regd. Office: 11th Floor, Marathon Futurex, NM Joshi Marg, Lower Parel (East), Mumbai, Maharashtra 400013

W www.sotcindia.com CIN U63040MH2001PLC131691



A FAIRFAX Company

SOTC Travel Limited  
Marathon Futurex, B-Wing,  
13th Floor, N. M. Joshi Marg,  
Lower Parel,  
Mumbai 400 013.  
T + 91 22 4905 9100  
F + 91 22 4905 9700  
Corporate : [www.sotcindia.com](http://www.sotcindia.com)  
Consumer : [www.sotc.in](http://www.sotc.in)

- c. If your services are terminated for breach of Company policies and / or loss of confidence or any misconduct, your services would be terminated forthwith, and no notice pay will be paid by the Company.

**3. REPORTING RELATIONSHIP:**

You shall be reporting to the **Deputy General Manager** or to such other person / persons under whom you will be directly working with from time to time.

**4. ATTAINMENT OF COMPANY STANDARDS:**

- a. You shall have to attain the standards required by the Company from time to time as to your performance, discipline, attendance, honesty, integrity, conduct, etc.
- b. As an employee you shall have to undergo regular assessments on your product and process knowledge in fulfillment of the Government / Company regulations as may be applicable to your role.
- c. It is mandatory for you to have a complete product and process knowledge and therefore, adherence to the same is expected from you.
- d. You will be given a maximum of 2 attempts to pass this assessment test. Please note that in case you do not clear the assessment test even after the 2nd attempt your services with the Company will be terminated.

**5. REMUNERATION & BENEFITS:**

- a. Please refer to the attached Annexure-I (in your offer letter) pertaining to the details of your remuneration and benefits.
- b. You are required to maintain strict confidentiality as regards your salary and not divulge or disclose details of your salary to any of your peers, colleagues or subordinates or any other person within the organisation other than with the undersigned or the concerned Human Resources management staff.

**6. TRANSFER:**

- a. At the sole discretion of the Company, you may be required to work initially at our office at **St. Marks Road**. Your services are liable to be transferred from your existing department / establishment/location to any other existing department / establishment/location, or that which may come into existence any time in future anywhere in India or abroad, on such terms and conditions as may be applicable to you from time to time.

Regd. Office: 11th Floor, Marathon Futurex, NM Joshi Marg, Lower Parel (East) Mumbai, Maharashtra 400013

W [www.sotcindia.com](http://www.sotcindia.com) CIN U63040MH2001PLC131691



A FAIRFAX Company

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- b. At the sole discretion of the Company, you may also be transferred to any of its existing subsidiary, affiliate, or associate company or to any such companies that may come into existence any time in future anywhere in India or abroad, on such terms and conditions as may be applicable to you from time to time.

**7. SHIFT DUTIES:**

You will also be required to carry out such duties, including working in shift duty timings, at such locations, existing or which may come up in future, that may be assigned to you by the Company from time to time.

**8. PERFORMANCE APPRAISAL:**

You shall have to undergo the process of performance appraisal in the Company. Based on your performance ratings, you may be granted increments, if any, in your salary as the Company may at its sole discretion decide from time to time and the same shall be communicated to you in writing. During your notice period you will not be considered for Performance Appraisal and will not be entitled to any benefit arising out of the appraisal process.

**9. ADHERENCE TO COMPANY POLICIES:**

- a. You are required to submit to the Company two copies of your recent passport size colour photograph and all the enclosed forms duly filled in, along with all mark sheets and degree / diploma certificates supporting your qualifications as disclosed to the Company duly verified prior to joining duty.
- b. It is imperative for you to abide by the Code of Conduct (Business Ethics and Integrity Policy), Respect at Work, Information Systems Security, Prevention of Insider Trading, Competition Law, and other policies of the Company, which have been displayed on the HRMS portal. You are required to read these policies, be familiar and acquainted with all the policies of the Company, which shall govern your working with the Company. You shall be deemed to have read and have knowledge of all the policies and the respective updates and amendments thereof, on your execution and acceptance of this letter.
- c. Please return to the HR Department, the "Initial Disclosure" page at Annexure 6 in the "Prevention of Insider Trading" policy document, duly filled in and signed.
- d. You will also abide by all Business and Human Resources (HR) policies as prevalent from time to time.
- e. In your role in the Company, you shall ensure that there will be no monetary loss to the Company (either by cash / value) on account of loss or shortage, acceptance of counterfeit / forged instruments or dishonour of cheque / values accepted by you in the course of your duties, or losses incurred due to any lapse in laid down policies and procedures. In case of any such eventuality, you will be required to make good the loss to the Company as per the laid down procedures.

Regd. Office: 11th Floor, Marathon Futurex, NM Joshi Marg, Lower Parel (East), Mumbai, Maharashtra 400013

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- f. In the course of your employment, if it is reported against you to the Company, or it comes under any investigation carried out by the Company that you were involved in a transaction which was not in the normal course of business, or is suspicious, or is attributable to your dishonest conduct or any fraudulent or wrongful act on your part, then, till the completion of the investigation in the matter, the Company may at its sole discretion, as it deems fit, suspend you from its services. During such suspension tenure, the Company shall not be liable to pay any salary to you. If after the investigation you are absolved from all charges reported against you or attributed to you, then your salary will be released without any interest. However, if in the investigation you are indicted of the charges attributed to you, then you hereby irrevocably authorize the Company to set off your salary against the loss caused to the Company. If your salary is insufficient to recover the loss caused to the Company, then the Company shall reserve its right to proceed against you, to follow the due process of law, including taking disciplinary action against you, as per Company policy.
- g. If per the terms of your offer / appointment you have been paid / reimbursed any ex-gratia amounts, you will be bound to pay back the same on your leaving the services of the Company – per the terms mentioned in your offer / appointment letter / Payment Letter / Company policy prevailing at the time.
- h. In the best interests of your security, you should not carry more than a sum of INR 1,000/- as “personal cash” in the restricted cash area of your branch. You will declare any “personal cash” in excess of INR 1,000/- to your Reporting Manager prior to entering the restricted cash area.
- i. You shall whenever so required in the interest of the Company’s business, travel by land, sea or air as may be directed by your Reporting Manager or any person authorized by the Company, and in such cases, you shall be paid actual travelling expenses and such allowances as may be sanctioned by your Reporting Manager or any person authorized by the Company and / or in accordance with the policy of the Company. You shall be reimbursed actual entertainment expenses as may be sanctioned by your Reporting Manager or any person authorized by the Company prior to incurring such expense and within specified limits as laid down in the policy of the Company.
- j. The Company shall be entitled at any time at its sole discretion to frame rules governing the management of the business, of the Company and from time to time amend, repeal, alter, vary, or add to the same and the same shall be binding and effective on you.
- k. You accept that whether by the nature of the duties assigned to you by the Company or by the very nature of services rendered by you to the Company under the terms of this appointment letter, you shall for all purposes of your employment be an employee of the Company and it is neither intended nor construed that services provided by you to the Company under these terms shall fall within the definition of the workman. Such an interpretation either by conduct, intent or otherwise is expressly barred.

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## 10. YOUR UNDERTAKING:

You undertake to:

- a. perform, observe, and conform to such duties, directions and instructions assigned or communicated to you by the Company or your Reporting Manager, or any person authorized to give such directions and / or instructions.
- b. do all the tasks, as set out in the Performance Standards Form signed and/or agreed upon and signed by you and your Reporting Manager. This form and your performance standards may be amended by the Company at its sole discretion from time to time or as may be required or found necessary, or something added thereto as the exigencies of work may require;
- c. not draw salary or to take any kind of advances for any reason whatsoever save and except with the prior written authority and instructions from your Reporting Manager, or any person duly authorized by the Company in that behalf;
- d. serve the Company honestly, diligently, and faithfully and safeguard and promote its interests in all respects to the best of your ability, to be courteous and polite towards everybody in the service of the Company as well as towards outsiders and generally to behave in a manner befitting your position and standing in the Company;
- e. devote your whole time and energy exclusively to the business and interests of the Company and not without the previous consent in writing of the Company, engage or associate yourself or be concerned directly or indirectly with any other person, enterprise, trade business or occupation whatsoever, not to take or accept any office or position, full time or part time even after duty hours in the Company, in any capacity whether honorary or otherwise, under any other firm, concern, enterprise or any other person whatsoever nor to give advice or assistance to any such firm, concern, enterprise or person without written permission of the Company. You shall however be free to be a member of and/or participate in Professional Associations;
- f. not divulge at any time either during the continuance of your employment hereunder or at any time afterwards any information relating to the affairs or trade or business of the Company or any other secrets of the Company or its business connections etc. and also not to divulge any of the terms of your employment or any bonus or other benefit which may be granted or allowed to you to any other firm, person or persons, nor use or attempt to use any information which you may acquire in the course of your employment;
- g. not withhold any information from your Superiors that may be of interest or of value to the Company and also to inform your superiors without delay of any dishonesty on the part of other employees towards the Company that may come to your knowledge;

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- h. declare to the Company, in writing, if any of your relatives hold office / are associated with, in any capacity whatsoever, with an organisation/ firm / body corporate, which is engaged in a business similar to the business of the Company and / or its affiliates or subsidiaries.
- i. not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor to alter or be a party to any alteration of any principle policy of the Company nor to exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you;
- j. not accept any commission, profits, or benefits of any kind whatsoever from any business connections;
- k. attend office regularly as per working days and hours notified from time to time and not to absent yourself from your duties or place of work without the Company's prior consent except in case of illness which shall be immediately communicated to the Company;
- l. observe and follow all such rules and regulations which are in force and are brought into force from time to time.

**11. DATA SECURITY:**

- a. In the course of your duties, the Company will furnish you all the relevant information and documents as required by you. Any and all information, know-how, data and secrecy and the like, of / relating to the business activities and operations of the Company and/or its affiliates or associate persons, firms, companies or bodies corporate and/or their business, activities and operations including customers and clientele is extremely valuable, and also secret and proprietary. Hence, you shall not during the period of your service or at any time after the determination thereof, directly or indirectly make any use thereof or any part thereof for any purpose except for the fulfillment of the terms and conditions of your service and shall not directly or indirectly disclose or divulge to any third party any knowledge, information or data to which you shall have or may have had access in any manner relating to the Company and/or its affiliates or associate persons, firms, companies or bodies corporate and/or their business, activities and operations including customers and clientele, except to the extent that such disclosure is directly necessary in the course of the performance of your duties and obligations.
- b. You shall not without the previous consent in writing of the Company while you are in employment, publish or cause to be published any article or book whether for remuneration or otherwise.
- c. Within one year after leaving the Company, you will not:
  - i. Try to entice away from the Company any customer / client of the Company with whom you have had dealings on behalf of the Company during the period of 12 months prior to leaving;
  - ii. Try to entice away from the Company, an employee of the Company;

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- iii. Disclose any information whether of a business or personal nature, concerning the Company or its subsidiary companies, their employees, their principals, or their customers, except when required or authorized to do so by the Company or the law.

If a potential conflict of interest involves you, report it in writing to your Reporting Manager as well as the HR department of the Company.

The Company may, at its sole discretion require you to enter into a Non-Competition / Non-Solicitation / Non-Disclosure Agreement, to protect its interest, which you hereby unconditionally agree, accept and undertake to execute, to the satisfaction of the Company, as and when called upon to do so, by the Company.

## 12. CONFIDENTIALITY:

On your separation from the Company, you shall not divulge any of the trade secrets or confidential information that may be acquired by, or imparted to, or that may come into your possession during your employment. The Company may for protection of its business interests, trade secrets and confidential information, require you not to directly or indirectly, whether alone or in conjunction with or on behalf of any other person, and whether as a principal, shareholder, director, employee, agent, consultant, partner or otherwise divulge any of the trade secrets or confidential information pertaining to the Company.

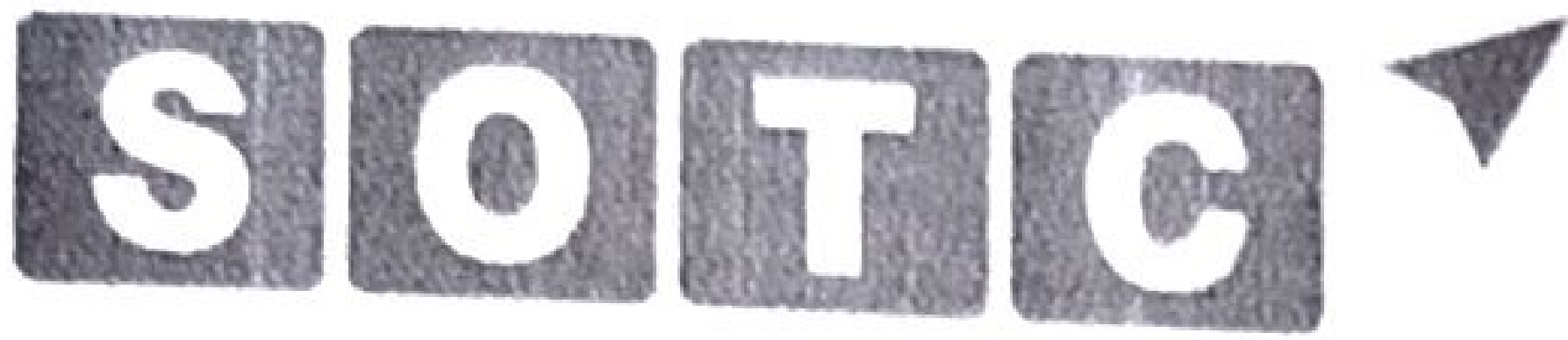
## 13. PROPRIETARY RIGHTS:

Any invention, discovery, product, material, work etc. created, prepared, designed and strategized by you during the employment with the Company shall be treated as work for hire, as if it was done or performed for and on behalf of the Company. The rights including but not limited to Intellectual Property rights, title, and interest in all or any such invention, discovery, product, material, work etc. shall exclusively, completely, and absolutely vest with the Company. You hereby undertake to convey, execute, and assign all such rights, title, and interest in any work exclusively, completely, and absolutely in favour of the Company and execute such documents in relation thereto as shall be called upon by the Company to perfect the right, title, and interest of the Company in such invention, discovery, product, material, work etc.

All records of business of any nature whatsoever and / or any goods or equipment belonging to the Company which shall have come into your possession in the course of your employment shall be the absolute property of the Company and that you will at all times during the tenure of this Appointment Letter keep the same under your personal supervision and control and that you shall at any time during the tenure of this Appointment Letter or on termination thereof from any cause whatsoever deliver up the same to the Company on demand without claiming any right there on whatsoever.

Should you, on termination or resignation from services or dismissal, fail to deliver to the Company all or any of the said property even on demand, the Company shall be at liberty without prejudice to its other rights, to fix in its absolute discretion the value thereof and to recover such value after reasonable notice from any

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sums or sum of money due and payable to you on your resignation or termination of your services or dismissal.

**14. NON-DISPARAGEMENT:**

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory, disparaging statement about the Company, or the employees, officers, or directors of the Company that are likely to cause damage to the Company or person. Breach of the aforesaid provisions would render you liable for prosecution in accordance with law.

**15. RIGHT TO INJUNCTIVE RELIEF:**

You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligation set forth in this letter and/or any of the Company policy may result in significant and continuing injury and irreparable harm to the Company, the monetary value of which would be impossible to establish. Therefore, you agree that the Company shall be entitled to injunctive relief in a Court of appropriate jurisdiction with respect to such provisions.

**16. SURVIVAL:**

Clauses 11, 12, 13, 14, 15 and any other clauses which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the letter and shall continue to apply.

**17. NOTICE OF TERMINATION:**

This contract of employment is terminable by you giving to the Company **45 days** notice in writing. The Company may waive or reduce this requirement of serving notice at its sole discretion keeping business exigencies in mind. In the latter event, you will be required to pay to the Company, salary (at Gross salary) which will be an amount equivalent to the number of days of shortfall in notice period.

The Company may terminate this contract of employment at its sole discretion for any reason whatsoever (including the reason of unsatisfactory performance) by giving you **45 days** notice in writing or payment in lieu thereof.

However, if your services are terminated for loss of confidence or any misconduct, indiscipline or ethical lapses, no notice will be given, or payment in lieu thereof will be made by the Company.

**18. RETIREMENT AGE:**

You will retire on the date on which you attain the age of 60 (sixty) years.



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**19. JURISDICTION:**

The Courts in Mumbai shall have sole and exclusive jurisdiction over any matters arising out of this appointment letter.

Please sign on the duplicate copy of this letter in token of your acceptance of the terms and conditions of your appointment and return the same to us for our records within a week from the receipt hereof.

Yours sincerely,  
FOR **SOTC Travel Limited**  
(Formerly SOTC Travel Private Limited)

**DEEPTI** Digitally signed  
by DEEPTI  
**DEEPAK** DEEPAK SHETH  
**SHETH** Date: 2023.05.22  
15:08:32 +05'30'

Deepti Sheth  
Senior Vice President & Head - Human Resources

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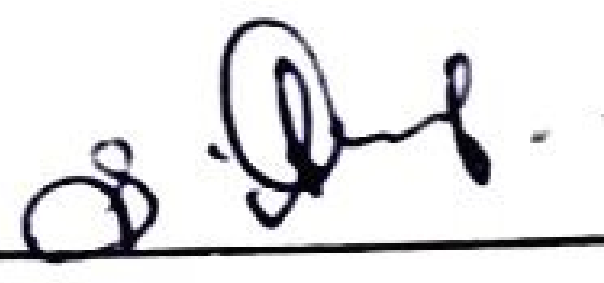
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### ACKNOWLEDGEMENT

I accept the terms and conditions of your Appointment Letter dated 18-Apr-23.

Employee Name : S Akshaya

SIGNATURE: 

Location : St. Marks Road  
Date Of Joining : 18-Apr-23

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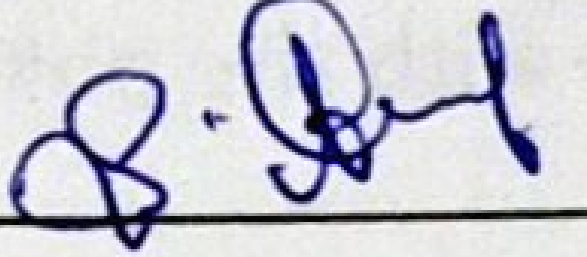
**Acknowledgement**

**Your Personal Commitment - A Promise to abide by the Competition Law Policy of the company**

I acknowledge that I have received the Competition Law Policy enlisting its Code of Competition Law.

I understand that every employee is required to comply with the policies described in the booklet.

When I have a concern about a possible violation of the company policy relating to Competition Law, I will report the concern to my Manager/Department Head/Head of Subsidiary Company / EXECOM, or a member of/the Business Ethics and Integrity Compliance Review Committee as listed in the booklet.

Signature : 

Date : 23-05-2023

Name : S Akshaya

Business/Department : Leisure Travel

Location : St. Marks Road

Employee No. : 901846

Kindly return this acknowledgement to the HR Shared Services Department.

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## ACKNOWLEDGEMENT

*Your Personal Commitment - A Promise to abide by the Information Systems Security Policy of the Company*

I acknowledge that I have received the booklet of the company.

I understand that I am required to comply with the policies described in the booklet.

Signature : S. Akshaya

Date : 23-05-2023

Name : S Akshaya

Business / Department : Leisure Travel

Location : St. Marks Road

Employee No. : 901846

Kindly return this acknowledgement to the HR Shared Services Department.

Annexure - Compensation Details

NAME	S Akshaya	
DEPARTMENT	Leisure Travel	
DESIGNATION	Graduate Trainee	
BAND	G	
LOCATION	St. Marks Road	
Components	Amount INR (PM)	Amount INR (PA)
<b>Fixed (A)</b>		90,000
Basic	7,500	45,000
HRA	3,750	79,071
Supplementary Allowance	6,589	26,400
Meal Vouchers	2,200	19,200
Conveyance	1,600	
<b>"A" Sub-total - Fixed</b>	<b>21,639</b>	<b>259,671</b>
<b>"B" FLEXIBLE / REIMBURSEMENTS (per annum)</b>		
Child Education Allowance	200	2,400
Mobile / Telephone Call charges	1,000	12,000
<b>"B" Sub-total - Flexible</b>	<b>1,200</b>	<b>14,400</b>
<b>Total Salary Cost (A + B)</b>	<b>22,839</b>	<b>274,071</b>
<b>"C" RETIRALS BENEFITS (per annum)</b>		
PF Employer Contribution	1,800	21,600
Gratuity	361	4,329
<b>"C" Sub-total - Retiral Benefits</b>	<b>2,161</b>	<b>25,929</b>
<b>Total Salary Cost (A + B + C)</b>	<b>25,000</b>	<b>300,000</b>
<b>Insurance</b>	INR 250,000	
Group Medical Insurance	2 Times of Annual CTC or INR 10 lakhs (whichever is higher)	
Group Personal Accident	2 Times of Annual CTC or INR 10 lakhs (whichever is higher)	
Group Term Life Insurance	2 Times of Annual CTC or INR 10 lakhs (whichever is higher)	





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**Note:**

1. All compensation heads indicated above are grade dependent and subject to relevant Company policy guidelines as applicable from time to time.
2. LTA can be claimed only for Domestic Travel as Tax Free reimbursement, twice in a block of 4 years.
3. LTA can be claimed as re-imburements on submission of relevant proofs / bills.  
# Any unclaimed re-imburements will be paid out as taxable allowance at the end of the FY. Any Allowance can be converted to Re-imburement during the FY and will be payable prorated. However, it cannot be converted back as Allowance during the course of the FY.  
Conversion of "Allowance" to "Reimbursement" option can happen only once during the financial year – on joining, or at the beginning of the financial year.
4. You are covered under Group Mediclaim and Group Personal Accident Insurance as per company policy.
5. '**Mobile Handset Policy**' is applicable as per the company policy.
6. Gratuity and Statutory Bonus will be payable as per Statutory guidelines/ Acts.
7. You will be entitled to Performance Linked Variable Pay as per Company, Business, and Individual Performance, which will range between 0 - 30% of your Basic + HRA component.

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**March 25, 2023**

**Ms. Rashiga M A**  
**25 Mullai Nagar, Kuniyamuthur, Coimbatore,**  
**Pin:641008, Tamil Nadu, India**

Dear **Rashiga M A,**

**Sub: Appointment Letter dated 25th day of March 2023 ("Appointment Letter")**

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Customer Service** in **Airport Operations & Customer Services** department of the Company, with effect from **March 28, 2023** or such other date notified in writing to you by the Company ("**Joining Date**") at **Chennai** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

**Annexure A: Total Rewards Statement**

Name: Rashiga M A  
 Designation: Officer - AO&CS  
 Band: A  
 Department: Airport Operations & Customer Services

Compensation w.e.f March 28, 2023						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	<b>Total Fixed</b>	<b>15,001</b>	<b>1,80,012</b>	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	<b>Cost to Company (CTC)</b>	<b>16,667</b>	<b>2,00,000</b>		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	<b>Total of Emoluments</b>		<b>3,27,307</b>		

\*National Pension Scheme (NPS) : It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

\*\*Night Shift Allowance: For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.



Vaidehipriyal Avinuty &lt;vaidehipriyal\_tm@avinuty.ac.in&gt;

**Fwd: Offer-Details || IndiGo**

1 message

**SHAHANA M** <shahanasherinm2000@gmail.com>

Fri, May 26, 2023 at 5:02 PM

To: vaidehipriyal\_tm@avinuty.ac.in

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

From: **Kamna Kumari (HR,ISC)** <Kamna.x.Kumari@goindigo.in>

Date: Mon, 22 May, 2023, 7:08 pm

Subject: Offer-Details || IndiGo

To: shahanasherinm2000@gmail.com &lt;shahanasherinm2000@gmail.com&gt;

Dear Shahana Sherin.m,

Congratulations!

**We are pleased to inform you that you have been selected for the role of Officer - Customer Service with IndiGo (InterGlobe Aviation Limited) in the AOCS department for Trivandrum.**

Kindly find below your CTC details for your reference in **Annexure A**.

Request you to go through the same and share your acceptance at the earliest by replying to this email.

**We wish you a wonderful 6E career ahead with us at IndiGo and expect to see you onboard at the earliest.****Annexure – A:**

COMPENSATION						
	S.No	Components Of Compensation	Monthly	Annual	Frequency Of Payments	Descriptions (If Any)

<b>Basic &amp; Allowances (A)</b>	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (tax exempt as per current income tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
<b>Retirals* (B)</b>	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
<b>A + B</b>	<b>Q</b>	<b>Total Fixed</b>	<b>13,126</b>	<b>1,57,512</b>	<b>Monthly</b>	
<b>Bonus (C)</b>	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annually	Bonus is an Annual variable pay and is paid as 5% of the CTC
<b>(Q+C)</b>	<b>R</b>	<b>Cost to Company (CTC)</b>	<b>14,584</b>	<b>1,75,000</b>		<b>All increments / Salary changes calculations will be basis CTC</b>
<b>Other Benefits (D)</b>	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
<b>Insurance Benefit (E)</b>	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 200,000 for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.

(R+D+E)	S	Total of Emoluments		2,78,307		
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Please also note that IndiGo may be required to share the information furnished by you, with its third party service partners in relation to verification of any document and you agree that you have no objection to the disclosure of such information.

IndiGo reserves the right to revoke this offer of employment for any reason whatsoever prior to the execution of an employment agreement between IndiGo and yourself.

Regards

Human Resource

 [www.goIndiGo.in](http://www.goIndiGo.in)

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**3 attachments**

 **image001.png**  
3K

 **image002.png**  
2K

 **image002.png**  
2K



A FAIRFAX Company

SOTC Travel Limited  
Marathon Futurex, B-Wing,  
13th Floor, N. M. Joshi Marg,  
Lower Parel,  
Mumbai 400 013  
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Consumer : [www.sotc.in](http://www.sotc.in)

18-Apr-23

Sreethvaritha S  
41/19, Irusappa Street, Triplicane  
Chennai, Tamil Nadu-600005

### APPOINTMENT LETTER

Dear Sreethvaritha S,

With reference to your application and the subsequent interviews you have had with **SOTC Travel Limited** (hereinafter referred to as the Company), we are pleased to appoint you as **Graduate Trainee** with effect from **18-Apr-23** in our **Leisure Travel Department**, at present based at **Nungambakkam** in **Band G** of the management cadre, on the following terms and conditions:-

1. PROBATION:

- a. You will be on probation for a period of **3 months**. During this period, you will be expected to meet the expectation of the Company by attaining the standards required by the Company as to your work, attendance and conduct and provided the Company receives satisfactory references. Failing which, the Company may, at its discretion, forthwith terminate your services by giving you **45 days** notice.
- b. During your probationary period the Management reserves the right to terminate your appointment at its absolute discretion, after giving you **45 days** notice or on payment of **45 days** salary in lieu of notice. Similarly, you shall be at liberty to resign after giving **45 days** notice.
- c. If your services are terminated for breach of Company policies and / or loss of confidence and/or background verification failure or any misconduct, your services would be terminated forthwith, and no notice pay in lieu thereof will be paid by the Company.
- d. During your probation period you will be bound by the same set of rules, regulations, and norms in matters of conduct, business standards and responsibilities as applicable to confirmed employees.

2. CONFIRMATION:

- a. On successful completion of your probationary period, your services will be confirmed. A letter to this effect will be issued to you.
- b. Post confirmation in service, the Management reserves the right to terminate your appointment at its absolute discretion, after giving you **45 days** notice or on payment of **45 days** salary in lieu of notice. Similarly, you shall be at liberty to resign after giving **45 days** notice.

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- c. If your services are terminated for breach of Company policies and / or loss of confidence or any misconduct, your services would be terminated forthwith, and no notice pay will be paid by the Company.

3. **REPORTING RELATIONSHIP:**

You shall be reporting to the Deputy General Manager or to such other person / persons under whom you will be directly working with from time to time.

4. **ATTAINMENT OF COMPANY STANDARDS:**

- a. You shall have to attain the standards required by the Company from time to time as to your performance, discipline, attendance, honesty, integrity, conduct, etc.
- b. As an employee you shall have to undergo regular assessments on your product and process knowledge in fulfillment of the Government / Company regulations as may be applicable to your role.
- c. It is mandatory for you to have a complete product and process knowledge and therefore, adherence to the same is expected from you.
- d. You will be given a maximum of 2 attempts to pass this assessment test. Please note that in case you do not clear the assessment test even after the 2nd attempt your services with the Company will be terminated.

5. **REMUNERATION & BENEFITS:**

- a. Please refer to the attached Annexure-I (in your offer letter) pertaining to the details of your remuneration and benefits.
- b. You are required to maintain strict confidentiality as regards your salary and not divulge or disclose details of your salary to any of your peers, colleagues or subordinates or any other person within the organisation other than with the undersigned or the concerned Human Resources management staff.

6. **TRANSFER:**

- a. At the sole discretion of the Company, you may be required to work initially at our office at Nungambakkam. Your services are liable to be transferred from your existing department / establishment/location to any other existing department / establishment/location, or that which may come into existence any time in future anywhere in India or abroad, on such terms and conditions as may be applicable to you from time to time.

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- b. At the sole discretion of the Company, you may also be transferred to any of its existing subsidiary, affiliate, or associate company or to any such companies that may come into existence any time in future anywhere in India or abroad, on such terms and conditions as may be applicable to you from time to time.

**7. SHIFT DUTIES:**

You will also be required to carry out such duties, including working in shift duty timings, at such locations, existing or which may come up in future, that may be assigned to you by the Company from time to time.

**8. PERFORMANCE APPRAISAL:**

You shall have to undergo the process of performance appraisal in the Company. Based on your performance ratings, you may be granted increments, if any, in your salary as the Company may at its sole discretion decide from time to time and the same shall be communicated to you in writing. During your notice period you will not be considered for Performance Appraisal and will not be entitled to any benefit arising out of the appraisal process.

**9. ADHERENCE TO COMPANY POLICIES:**

- a. You are required to submit to the Company two copies of your recent passport size colour photograph and all the enclosed forms duly filled in, along with all mark sheets and degree / diploma certificates supporting your qualifications as disclosed to the Company duly verified prior to joining duty.
- b. It is imperative for you to abide by the Code of Conduct (Business Ethics and Integrity Policy), Respect at Work, Information Systems Security, Prevention of Insider Trading, Competition Law, and other policies of the Company, which have been displayed on the HRMS portal. You are required to read these policies, be familiar and acquainted with all the policies of the Company, which shall govern your working with the Company. You shall be deemed to have read and have knowledge of all the policies and the respective updates and amendments thereof, on your execution and acceptance of this letter.
- c. Please return to the HR Department, the "Initial Disclosure" page at Annexure 6 in the "Prevention of Insider Trading" policy document, duly filled in and signed.
- d. You will also abide by all Business and Human Resources (HR) policies as prevalent from time to time.
- e. In your role in the Company, you shall ensure that there will be no monetary loss to the Company (either by cash / value) on account of loss or shortage, acceptance of counterfeit / forged instruments or dishonour of cheque / values accepted by you in the course of your duties, or losses incurred due to any lapse in laid down policies and procedures. In case of any such eventuality, you will be required to make good the loss to the Company as per the laid down procedures.

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- f. In the course of your employment, if it is reported against you to the Company, or it comes under any investigation carried out by the Company that you were involved in a transaction which was not in the normal course of business, or is suspicious, or is attributable to your dishonest conduct or any fraudulent or wrongful act on your part, then, till the completion of the investigation in the matter, the Company may at its sole discretion, as it deems fit, suspend you from its services. During such suspension tenure, the Company shall not be liable to pay any salary to you. If after the investigation you are absolved from all charges reported against you or attributed to you, then your salary will be released without any interest. However, if in the investigation you are indicted of the charges attributed to you, then you hereby irrevocably authorize the Company to set off your salary against the loss caused to the Company. If your salary is insufficient to recover the loss caused to the Company, then the Company shall reserve its right to proceed against you, to follow the due process of law, including taking disciplinary action against you, as per Company policy.
- g. If per the terms of your offer / appointment you have been paid / reimbursed any ex-gratia amounts, you will be bound to pay back the same on your leaving the services of the Company – per the terms mentioned in your offer / appointment letter / Payment Letter / Company policy prevailing at the time.
- h. In the best interests of your security, you should not carry more than a sum of INR 1,000/- as “personal cash” in the restricted cash area of your branch. You will declare any “personal cash” in excess of INR 1,000/- to your Reporting Manager prior to entering the restricted cash area.
- i. You shall whenever so required in the interest of the Company’s business, travel by land, sea or air as may be directed by your Reporting Manager or any person authorized by the Company, and in such cases, you shall be paid actual travelling expenses and such allowances as may be sanctioned by your Reporting Manager or any person authorized by the Company and / or in accordance with the policy of the Company. You shall be reimbursed actual entertainment expenses as may be sanctioned by your Reporting Manager or any person authorized by the Company prior to incurring such expense and within specified limits as laid down in the policy of the Company.
- j. The Company shall be entitled at any time at its sole discretion to frame rules governing the management of the business, of the Company and from time to time amend, repeal, alter, vary, or add to the same and the same shall be binding and effective on you.
- k. You accept that whether by the nature of the duties assigned to you by the Company or by the very nature of services rendered by you to the Company under the terms of this appointment letter, you shall for all purposes of your employment be an employee of the Company and it is neither intended nor construed that services provided by you to the Company under these terms shall fall within the definition of the workman. Such an interpretation either by conduct, intent or otherwise is expressly barred.

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**10. YOUR UNDERTAKING:**

You undertake to:

- a. perform, observe, and conform to such duties, directions and instructions assigned or communicated to you by the Company or your Reporting Manager, or any person authorized to give such directions and / or instructions.
- b. do all the tasks, as set out in the Performance Standards Form signed and/or agreed upon and signed by you and your Reporting Manager. This form and your performance standards may be amended by the Company at its sole discretion from time to time or as may be required or found necessary, or something added thereto as the exigencies of work may require;
- c. not draw salary or to take any kind of advances for any reason whatsoever save and except with the prior written authority and instructions from your Reporting Manager, or any person duly authorized by the Company in that behalf;
- d. serve the Company honestly, diligently, and faithfully and safeguard and promote its interests in all respects to the best of your ability, to be courteous and polite towards everybody in the service of the Company as well as towards outsiders and generally to behave in a manner befitting your position and standing in the Company;
- e. devote your whole time and energy exclusively to the business and interests of the Company and not without the previous consent in writing of the Company, engage or associate yourself or be concerned directly or indirectly with any other person, enterprise, trade business or occupation whatsoever, not to take or accept any office or position, full time or part time even after duty hours in the Company, in any capacity whether honorary or otherwise, under any other firm, concern, enterprise or any other person whatsoever nor to give advice or assistance to any such firm, concern, enterprise or person without written permission of the Company. You shall however be free to be a member of and/or participate in Professional Associations;
- f. not divulge at any time either during the continuance of your employment hereunder or at any time afterwards any information relating to the affairs or trade or business of the Company or any other secrets of the Company or its business connections etc. and also not to divulge any of the terms of your employment or any bonus or other benefit which may be granted or allowed to you to any other firm, person or persons, nor use or attempt to use any information which you may acquire in the course of your employment;
- g. not withhold any information from your Superiors that may be of interest or of value to the Company and also to inform your superiors without delay of any dishonesty on the part of other employees towards the Company that may come to your knowledge;

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- h. declare to the Company, in writing, if any of your relatives hold office / are associated with, in any capacity whatsoever, with an organisation/ firm / body corporate, which is engaged in a business similar to the business of the Company and / or its affiliates or subsidiaries.
- i. not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor to alter or be a party to any alteration of any principle policy of the Company nor to exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you;
- j. not accept any commission, profits, or benefits of any kind whatsoever from any business connections;
- k. attend office regularly as per working days and hours notified from time to time and not to absent yourself from your duties or place of work without the Company's prior consent except in case of illness which shall be immediately communicated to the Company;
- l. observe and follow all such rules and regulations which are in force and are brought into force from time to time.

**11. DATA SECURITY:**

- a. In the course of your duties, the Company will furnish you all the relevant information and documents as required by you. Any and all information, know-how, data and secrecy and the like, of / relating to the business activities and operations of the Company and/or its affiliates or associate persons, firms, companies or bodies corporate and/or their business, activities and operations including customers and clientele is extremely valuable, and also secret and proprietary. Hence, you shall not during the period of your service or at any time after the determination thereof, directly or indirectly make any use thereof or any part thereof for any purpose except for the fulfillment of the terms and conditions of your service and shall not directly or indirectly disclose or divulge to any third party any knowledge, information or data to which you shall have or may have had access in any manner relating to the Company and/or its affiliates or associate persons, firms, companies or bodies corporate and/or their business, activities and operations including customers and clientele, except to the extent that such disclosure is directly necessary in the course of the performance of your duties and obligations.
- b. You shall not without the previous consent in writing of the Company while you are in employment, publish or cause to be published any article or book whether for remuneration or otherwise.
- c. Within one year after leaving the Company, you will not:
  - i. Try to entice away from the Company any customer / client of the Company with whom you have had dealings on behalf of the Company during the period of 12 months prior to leaving;
  - ii. Try to entice away from the Company, an employee of the Company;

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- iii. Disclose any information whether of a business or personal nature, concerning the Company or its subsidiary companies, their employees, their principals, or their customers, except when required or authorized to do so by the Company or the law.

If a potential conflict of interest involves you, report it in writing to your Reporting Manager as well as the HR department of the Company.

The Company may, at its sole discretion require you to enter into a Non-Competition / Non-Solicitation / Non-Disclosure Agreement, to protect its interest, which you hereby unconditionally agree, accept and undertake to execute, to the satisfaction of the Company, as and when called upon to do so, by the Company.

## 12. CONFIDENTIALITY:

On your separation from the Company, you shall not divulge any of the trade secrets or confidential information that may be acquired by, or imparted to, or that may come into your possession during your employment. The Company may for protection of its business interests, trade secrets and confidential information, require you not to directly or indirectly, whether alone or in conjunction with or on behalf of any other person, and whether as a principal, shareholder, director, employee, agent, consultant, partner or otherwise divulge any of the trade secrets or confidential information pertaining to the Company.

## 13. PROPRIETARY RIGHTS:

Any invention, discovery, product, material, work etc. created, prepared, designed and strategized by you during the employment with the Company shall be treated as work for hire, as if it was done or performed for and on behalf of the Company. The rights including but not limited to Intellectual Property rights, title, and interest in all or any such invention, discovery, product, material, work etc. shall exclusively, completely, and absolutely vest with the Company. You hereby undertake to convey, execute, and assign all such rights, title, and interest in any work exclusively, completely, and absolutely in favour of the Company and execute such documents in relation thereto as shall be called upon by the Company to perfect the right, title, and interest of the Company in such invention, discovery, product, material, work etc.

All records of business of any nature whatsoever and / or any goods or equipment belonging to the Company which shall have come into your possession in the course of your employment shall be the absolute property of the Company and that you will at all times during the tenure of this Appointment Letter keep the same under your personal supervision and control and that you shall at any time during the tenure of this Appointment Letter or on termination thereof from any cause whatsoever deliver up the same to the Company on demand without claiming any right there on whatsoever.

Should you, on termination or resignation from services or dismissal, fail to deliver to the Company all or any of the said property even on demand, the Company shall be at liberty without prejudice to its other rights, to fix in its absolute discretion the value thereof and to recover such value after reasonable notice from any

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sums or sum of money due and payable to you on your resignation or termination of your services or dismissal.

**14. NON-DISPARAGEMENT:**

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory, disparaging statement about the Company, or the employees, officers, or directors of the Company that are likely to cause damage to the Company or person. Breach of the aforesaid provisions would render you liable for prosecution in accordance with law.

**15. RIGHT TO INJUNCTIVE RELIEF:**

You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligation set forth in this letter and/or any of the Company policy may result in significant and continuing injury and irreparable harm to the Company, the monetary value of which would be impossible to establish. Therefore, you agree that the Company shall be entitled to injunctive relief in a Court of appropriate jurisdiction with respect to such provisions.

**16. SURVIVAL:**

Clauses 11, 12, 13, 14, 15 and any other clauses which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the letter and shall continue to apply.

**17. NOTICE OF TERMINATION:**

This contract of employment is terminable by you giving to the Company **45 days** notice in writing. The Company may waive or reduce this requirement of serving notice at its sole discretion keeping business exigencies in mind. In the latter event, you will be required to pay to the Company, salary (at Gross salary) which will be an amount equivalent to the number of days of shortfall in notice period.

The Company may terminate this contract of employment at its sole discretion for any reason whatsoever (including the reason of unsatisfactory performance) by giving you **45 days** notice in writing or payment in lieu thereof.

However, if your services are terminated for loss of confidence or any misconduct, indiscipline or ethical lapses, no notice will be given, or payment in lieu thereof will be made by the Company.

**18. RETIREMENT AGE:**

You will retire on the date on which you attain the age of 60 (sixty) years.



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**19. JURISDICTION:**

The Courts in Mumbai shall have sole and exclusive jurisdiction over any matters arising out of this appointment letter.

Please sign on the duplicate copy of this letter in token of your acceptance of the terms and conditions of your appointment and return the same to us for our records within a week from the receipt hereof.

Yours sincerely,  
FOR SOTC Travel Limited  
(Formerly SOTC Travel Private Limited)

DEEPTI     Digitally signed  
              by DEEPTI  
DEEPAK     DEEPAK SHETH  
SHETH     Date: 2023.06.02  
              11:44:31 +05'30'

Deepti Sheth  
Senior Vice President & Head - Human Resources

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#### ACKNOWLEDGEMENT

I accept the terms and conditions of your Appointment Letter dated 18-Apr-23.

Employee Name : Sreethvaritha S

SIGNATURE: Sreethvaritha S

Location : Nungambakkam

Date Of Joining : 18-Apr-23

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### Acknowledgement

#### Your Personal Commitment - A Promise to abide by the Competition Law Policy of the company

I acknowledge that I have received the Competition Law Policy enlisting its Code of Competition Law.

I understand that every employee is required to comply with the policies described in the booklet.

When I have a concern about a possible violation of the company policy relating to Competition Law, I will report the concern to my Manager/Department Head/Head of Subsidiary Company / EXECOM, or a member of/the Business Ethics and Integrity Compliance Review Committee as listed in the booklet.

Signature : Sreethvaritha.S

Date : 6/6/23

Name : Sreethvaritha S

Business/Department : Leisure Travel

Location : Nungambakkam

Employee No. : 901850

Kindly return this acknowledgement to the HR Shared Services Department.





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## ACKNOWLEDGEMENT

*Your Personal Commitment - A Promise to abide by the Information Systems Security Policy of the Company*

I acknowledge that I have received the booklet of the company.

I understand that I am required to comply with the policies described in the booklet.

Signature : Sreethvaritha S

Date : 6/6/23

Name : Sreethvaritha S

Business / Department : Leisure Travel

Location : Nungambakkam

Employee No. : 901850

Kindly return this acknowledgement to the HR Shared Services Department.

Regd. Office: 11th Floor, Marathon Futurex, NM Joshi Marg, Lower Parel (East), Mumbai, Maharashtra 400013

W www.sotcindia.com CIN U63040MH2001PLC131691



A FAIRFAX Company

SOTC Travel Limited  
Marathon Futurex, B-Wing,  
13th Floor, N. M. Joshi Marg,  
Lower Parel,  
Mumbai 400 013.  
T +91 22 4905 9100  
F +91 22 4905 9700  
Corporate : www.sotcindia.com  
Consumer : www.sotc.in

**Annexure - Compensation Details**

<b>NAME</b>	<b>Sreethvaritha S</b>	
<b>DEPARTMENT</b>	<b>Leisure Travel</b>	
<b>DESIGNATION</b>	<b>Graduate Trainee</b>	
<b>BAND</b>	<b>G</b>	
<b>LOCATION</b>	<b>Nungambakkam</b>	
<b>Components</b>	<b>Amount INR (PM)</b>	<b>Amount INR (PA)</b>
<b>Fixed (A)</b>		
Basic	7,500	90,000
HRA	3,750	45,000
Supplementary Allowance	6,589	79,071
Meal Vouchers	2,200	26,400
Conveyance	1,600	19,200
<b>"A" Sub-total - Fixed</b>	<b>21,639</b>	<b>259,671</b>
<b>"B" FLEXIBLE / REIMBURSEMENTS (per annum)</b>		
Child Education Allowance	200	2,400
Mobile / Telephone Call charges	1,000	12,000
<b>"B" Sub-total - Flexible</b>	<b>1,200</b>	<b>14,400</b>
<b>Total Salary Cost (A + B)</b>	<b>22,839</b>	<b>274,071</b>
<b>"C" RETIRALS BENEFITS (per annum)</b>		
PF Employer Contribution	1,800	21,600
Gratuity	361	4,329
<b>"C" Sub-total - Retiral Benefits</b>	<b>2,161</b>	<b>25,929</b>
<b>Total Salary Cost (A + B + C)</b>	<b>25,000</b>	<b>300,000</b>
<b>Insurance</b>		
Group Medical Insurance	INR 250,000	
Group Personal Accident	2 Times of Annual CTC or INR 10 lakhs (whichever is higher)	
Group Term Life Insurance	2 Times of Annual CTC or INR 10 lakhs (whichever is higher)	

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Consumer [www.sotc.in](http://www.sotc.in)

**Note:**

1. All compensation heads indicated above are grade dependent and subject to relevant Company policy guidelines as applicable from time to time.
2. LTA can be claimed only for Domestic Travel as Tax Free reimbursement, twice in a block of 4 years.
3. LTA can be claimed as re-imbursments on submission of relevant proofs / bills.  
# Any unclaimed re-imbursments will be paid out as taxable allowance at the end of the FY. Any Allowance can be converted to Re-imbursment during the FY and will be payable prorated. However, it cannot be converted back as Allowance during the course of the FY.  
Conversion of "Allowance" to "Reimbursment" option can happen only once during the financial year – on joining, or at the beginning of the financial year.
4. You are covered under Group Medclaim and Group Personal Accident Insurance as per company policy.
5. 'Mobile Handset Policy' is applicable as per the company policy.
6. Gratuity and Statutory Bonus will be payable as per Statutory guidelines/ Acts.
7. You will be entitled to Performance Linked Variable Pay as per Company, Business, and Individual Performance, which will range between 0 - 30% of your Basic + HRA component.

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W [www.sotcindia.com](http://www.sotcindia.com) CIN U63040MH2001PLC131691

## Campus Recruitment 2023 | KGIS | Avinashilingam Arts & Science

**Hariprasad G** <hari.prasad@kgis.co>

Thu, Oct 27, 2022 at 12:46 PM

To: Vinithkumar Jaganath <vinithkumar.j@kgis.co>, Placement Placement <placement@avinuty.ac.in>

Ma'am,

Please check this email thread. The results were shared on 21<sup>st</sup> Oct.

Thanks,

Hari

---

**From:** Hariprasad G <hari.prasad@kgis.co>

**Sent:** Friday, October 21, 2022 10:38 PM

**To:** Vinithkumar Jaganath <vinithkumar.j@KGIS.CO>; Placement Placement <placement@avinuty.ac.in>

**Subject:** Re: Campus Recruitment 2023 | KGIS | Avinashilingam Arts & Science

Dear Team,

We are pleased to inform you that the below students from your institution are selected for the role of "Junior Process Associate" with us. Offer letters for the selected candidates will be rolled out at the earliest.

Sno	Name	Department	Email ID
1	Anushuya N	B.Com	<a href="mailto:anushuya7575@gmail.com">anushuya7575@gmail.com</a>
2	K Gayathri	B.Com	<a href="mailto:20UCO086@avinuty.ac.in">20UCO086@avinuty.ac.in</a>
3	Gayathri K	B.Com	<a href="mailto:kgayathri280303@gmail.com">kgayathri280303@gmail.com</a>
4	S Sheela	B.Com	<a href="mailto:sheela03082002@gmail.com">sheela03082002@gmail.com</a>
5	Devika K	B.Com	<a href="mailto:devikakani333@gmail.com">devikakani333@gmail.com</a>
6	Lakshitha J	B.Com	<a href="mailto:20uco029@avinuty.ac.in">20uco029@avinuty.ac.in</a>
7	Selva Preethi M S	B.Com	<a href="mailto:msselvapreethi@gmail.com">msselvapreethi@gmail.com</a>
8	Sai Amirtha R	B.Com	<a href="mailto:amir.sairavikumar@gmail.com">amir.sairavikumar@gmail.com</a>
9	Mohana Priya V	B.Com	<a href="mailto:mona31072003@gmail.com">mona31072003@gmail.com</a>
10	C Pooja Sri	B.Com	<a href="mailto:poojasri1154@gmail.com">poojasri1154@gmail.com</a>
11	Vishnupriya M	B.Com	<a href="mailto:vichupi15@gmail.com">vichupi15@gmail.com</a>
12	Ridhanya D	B.Com CA	20ucc087
13	Madhura Mekala J V	B.Com CA	<a href="mailto:madhuramekala34@gmail.com">madhuramekala34@gmail.com</a>
14	Samyuktha S	B.Com CA	<a href="mailto:samyukthashanmugan3@gmail.com">samyukthashanmugan3@gmail.com</a>
15	Samutha N	B.Com CA	<a href="mailto:samuthanandakumar@gmail.com">samuthanandakumar@gmail.com</a>
16	Nahana Dharin T M	B.Com CA	<a href="mailto:www.nahanadharin2303@gmail.com">www.nahanadharin2303@gmail.com</a>
17	Sharani S	B.Com CA	<a href="mailto:20ucp141@avinuty.ac.in">20ucp141@avinuty.ac.in</a>

18	Mariya Catharin S	B.Com CA	<a href="mailto:mariyacatharin2002@gmail.com">mariyacatharin2002@gmail.com</a>
19	Pooja P	B.Com CA	<a href="mailto:poojaponraj80@gmail.com">poojaponraj80@gmail.com</a>
20	Lakshmi B	B.Com CA	<a href="mailto:kavyabaratharajan@gmail.com">kavyabaratharajan@gmail.com</a>
21	Sowmiya T	B.Com CA	<a href="mailto:sowmiyathangavel18@gmail.com">sowmiyathangavel18@gmail.com</a>
22	Dhivyadharshini S	B.Com CA	<a href="mailto:dharshini6112dhivya@gmail.com">dharshini6112dhivya@gmail.com</a>
23	Saranya K	B.Com CA	<a href="mailto:sannakk6244@gmail.com">sannakk6244@gmail.com</a>
24	Sobana V	B.Com CA	<a href="mailto:20ucp147@avinuty.ac.in">20ucp147@avinuty.ac.in</a>
25	Sangamithra S	B.Com CA	<a href="mailto:sangamithras22@gmail.com">sangamithras22@gmail.com</a>
26	Sukadharshini Sivakumar	B.Com CA	<a href="mailto:sukasiva02@gmail.com">sukasiva02@gmail.com</a>
27	Jothiga S	B.Com CA	<a href="mailto:Jothigasenthil2002@gmail.com">Jothigasenthil2002@gmail.com</a>
28	Shankar Devi P	B.Com CA	<a href="mailto:horse.flight96@gmail.com">horse.flight96@gmail.com</a>
29	Vrinda	B.Sc Botany	<a href="mailto:vrindadevi1401@gmail.com">vrindadevi1401@gmail.com</a>
30	S Nivyasri	B.Sc Botany	<a href="mailto:Nivyasrinivasan11@gmail.com">Nivyasrinivasan11@gmail.com</a>
31	Yuvanidha S	B.Sc Computer Science	<a href="mailto:realyuva14@gmail.com">realyuva14@gmail.com</a>
32	Ramya M	B.Sc Computer Science	<a href="mailto:ramyamohanraj23@gmail.com">ramyamohanraj23@gmail.com</a>
33	R Sharmi	B.Sc Computer Science	<a href="mailto:sharmi22112002@gmail.com">sharmi22112002@gmail.com</a>
34	Madhumitha	B.Sc Computer Science	<a href="mailto:madhumitha02423@gmail.com">madhumitha02423@gmail.com</a>
35	Keerthana	B.Sc Computer Science	<a href="mailto:rajendrankeerthana1@gmail.com">rajendrankeerthana1@gmail.com</a>
36	Sivasankari S	B.Sc Information Technology	<a href="mailto:Sivasankarisaravanan1@gmail.com">Sivasankarisaravanan1@gmail.com</a>
37	Krishna Nivetha V M	B.Sc Information Technology	<a href="mailto:krishnanivethait@gmail.com">krishnanivethait@gmail.com</a>
38	Iswarya S	B.Sc Information Technology	<a href="mailto:iswarya6172@gmail.com">iswarya6172@gmail.com</a>
39	Deepshika G	B.Sc Mathematics	<a href="mailto:deepshikagunasekaran24@gmail.com">deepshikagunasekaran24@gmail.com</a>
40	Harilakshmi D	B.Sc Mathematics	<a href="mailto:harilakshmi480@gmail.com">harilakshmi480@gmail.com</a>
41	Divya Shree R	B.Sc Mathematics	<a href="mailto:divyashreeradha36@gmail.com">divyashreeradha36@gmail.com</a>
42	S Divya Darshini	B.Sc Mathematics	<a href="mailto:divyajsrinivasan2015@gmail.com">divyajsrinivasan2015@gmail.com</a>
43	S Gobika	B.Sc Mathematics	<a href="mailto:gopibarath30@gmail.com">gopibarath30@gmail.com</a>
44	Ashvini K	B.Sc Mathematics	<a href="mailto:ashvinikumar2608@gmail.com">ashvinikumar2608@gmail.com</a>
45	S Sujitha	B.Sc Physics	<a href="mailto:sujishanmugam04@gmail.com">sujishanmugam04@gmail.com</a>
46	Alfia R	BA English	<a href="mailto:alfiarizwan2002@gmail.com">alfiarizwan2002@gmail.com</a>
47	S Dharshini	BA English	<a href="mailto:dharshinisankaran18@gmail.com">dharshinisankaran18@gmail.com</a>
48	Aarthi M	BCA	<a href="mailto:aarthimurthy2@gmail.com">aarthimurthy2@gmail.com</a>
49	Sweatha R	BCA	<a href="mailto:ssweatha846@gmail.com">ssweatha846@gmail.com</a>
50	Keerthi Abirami	Biomedical Instrumentation Engineering	<a href="mailto:Keerthiabirami25@gmail.com">Keerthiabirami25@gmail.com</a>
51	S M Kavya	Biomedical Instrumentation Engineering	<a href="mailto:kavyakavya26193@gmail.com">kavyakavya26193@gmail.com</a>
52	Shrisowndarya R P	Biomedical Instrumentation Engineering	<a href="mailto:Shrisowndarya@gmail.com">Shrisowndarya@gmail.com</a>
53	Kapila	Biomedical Instrumentation Engineering	<a href="mailto:Kapilarms@gmail.com">Kapilarms@gmail.com</a>
54	Mirudhu Bhasini E	Electronics and Communication Engineering	<a href="mailto:mirudhu25mini@gmail.com">mirudhu25mini@gmail.com</a>
55	Keerthikaa M	M Com CA	<a href="mailto:keerthikaa68@gmail.com">keerthikaa68@gmail.com</a>
56	Priyanka K	M.Com CA	<a href="mailto:priyankakannan6401@gmail.com">priyankakannan6401@gmail.com</a>
57	Papitha V	M.Com CA	<a href="mailto:papithavasudevan36@gmail.com">papithavasudevan36@gmail.com</a>

58	R Sneha	M.Com CA	<a href="mailto:sneharangaraj19@gmail.com">sneharangaraj19@gmail.com</a>
59	Dhanya C J	M.Sc Information Technology	<a href="mailto:Dhanyamariyam1409@gmail.com">Dhanyamariyam1409@gmail.com</a>
60	Anupama K S	M.Sc Zoology	<a href="mailto:Ksanuofficial6@gmail.com">Ksanuofficial6@gmail.com</a>
61	Thaenvizhi N	M.Sc Zoology	<a href="mailto:thaenvizhi712@gmail.com">thaenvizhi712@gmail.com</a>
62	Sindhujaa D	MA English Literature	<a href="mailto:sindujaerode@gmail.com">sindujaerode@gmail.com</a>
63	Ramya Sn	MA English Literature	<a href="mailto:ramyananjan2001@gmail.com">ramyananjan2001@gmail.com</a>
64	Keerthana B	MA English Literature	<a href="mailto:Keerthanabelli1@gmail.com">Keerthanabelli1@gmail.com</a>
65	Sruthi V	MBA IT	<a href="mailto:sruthijoanna31@gmail.com">sruthijoanna31@gmail.com</a>

We thank you for the support during the process at your campus.

Regards,

Hari



**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women

**Date** : 20-Oct-2022

**Dear** Aarthi M

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition  
Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063





**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women  
**Date** : 20-Oct-2022

Dear Abitha K

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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**Sutherland**

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**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women

**Date** : 20-Oct-2022

Dear Anjana

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Sutherland**

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**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women

**Date** : 20-Oct-2022

**Dear** Atchaya G

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Sutherland**

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**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Carolyn Devora Kingsley,

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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**Sutherland**

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**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women  
**Date** : 20-Oct-2022

**Dear** Chandana Devi S

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women

**Date** : 20-Oct-2022

Dear Dhanya C J

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
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Yours sincerely,

**Talent Acquisition  
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Nadu, PIN 600063



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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Durganageshwari V,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Elanila,

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women  
**Date** : 20-Oct-2022

**Dear** Harishini A

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Jinisha,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Kamali C,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Kaviga R,

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Keerthana.B,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women

**Date** : 20-Oct-2022

**Dear** N Shamini

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Pavithra devi.P,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women

**Date** : 20-Oct-2022

Dear Ramya M

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women  
**Date** : 20-Oct-2022

**Dear** S Dharshini

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Sridevi M,

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women  
**Date** : 20-Oct-2022

**Dear** Suji Sankar

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Sweatha R,

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women

**Date** : 20-Oct-2022

Dear Varshini S

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Yohidha B,

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**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education for Women  
**Date** : 20-Oct-2022

**Dear** Yuvanidha S

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute for Home Science and Higher Education For Women

**Date** : 20-10-2022

**Dear** Yuvarani S,

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

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SUTHERLAND®



# LTIMindtree : 2023 Batch Arts & Science | Interview Selects

Inbox

V

V Praveen <V.Praveen@mindtree.com>

Fri, Nov 25, 2022,  
5:55 PM

to me, Ashok, Sowmiyaa

Dear Prof. Sudha,

We are pleased to share the list of selected students from your esteemed institution based on the evaluation process held recently. Request your help in cascading this information to the selected students and **keep us updated on the final list of students who have opted for LTIMindtree.** The offer letters will be rolled out only to the subset of students who have opted and shared their interest to join LTIMindtree.

- PFA file consisting of the final list of students' details shortlisted for **Associate Trainee, INR 3.1 LPA**

We congratulate you and the selected students for their performance in our evaluation process.

Please convey our wishes to all the students, faculty members, placement coordinators. We really appreciate your relentless support and collaboration in making the interview process very smooth. Please share any feedback to improve our process further.

## **Disclaimer:**

Please note that at any stage of the interview process or upon joining **LTIMindtree**, if it is brought to our notice that the candidate has indulged in malpractices or used illegal means to clear the campus assessments, the company shall revoke the offer with immediate effect, and reserve rights to take suitable action against the candidate as we may deem fit. **LTIMindtree** does not charge any fee at any stage of the recruitment process and has not authorized agencies/partners to collect fee for recruitment.

Warm regards,

**Praveen Viswanathan**

University Liaison & Early Career Engagement, **LTIMindtree**

S.No	Name of the Students	Department
1.	Nithyasree	B.Sc IT
2.	Madhumitha	B.Sc Computer Science SF
3.	Sahaya chitra vinisha	B.Sc Computer Science SF
4.	Aarthi	BCA SF
5.	Devadharshini	B.Sc Physics

April 10<sup>th</sup>, 2023

**Ms. Devaranjini J,  
PTN42, Velloparambil House,  
Puthrukov nagar,  
P.O. Mannuthy,  
Thrissur,  
Kerala- 680651.**

Dear Devaranjini,

Congratulations! Further to the interview you had with us, we are pleased to offer you the position of **Customer Support Specialist** at Namecheap.

Your gross **annual compensation** will be **₹2, 40,000/-** (Two lakh and forty thousand only).

Based on the shift schedule, you will receive **shift allowance** for the shifts you worked,

- Noon shift - **₹150** per shift
- Night shift - **₹250** per shift

At the moment, we are working from home. Once you resume back to office, when you work in shifts, you have a choice to use company transportation or personal transportation. If you choose to use personal transportation, you are eligible for a **shift conveyance** of **₹200** for every noon or night shift worked.

All the components mentioned above are subject to tax deduction at source, as per Income Tax Act, 1961. A sample breakup of the above components is given in the Annexure.

From the date of joining, you and your dependents (max 5) will be part of the company's **group health insurance plan** with a coverage of **₹5,00,000/-**

You will be based out of our Coimbatore office.

Requesting you to acknowledge the acceptance of the offer on or before **April 12<sup>th</sup>, 2023** failing which, this offer becomes invalid. The date of joining will be **June 2<sup>nd</sup>, 2023**.

I accept the above,

---

Name

---

Signature

(contd...)

On the day of your joining, please bring the following:

- Photocopies of certificates (for proof of age & qualification)
- Relieving letter and latest salary slip from the previous employer (if any)
- Two recent color photographs - 1 stamp size and 1 passport size

We look forward to you joining our team. Wishing you the very best.

Thanks,



Ashok Aruchswamy  
Director - Business Operations

I accept the above,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

## Annexure - Illustration of Compensation Breakup

The breakup in the table **does not** reflect your actuals. It is only for illustration purpose. To know your actual breakup for the given month, reach out to the payroll team.

The table covers the following two scenarios for the given month,

1. An employee opts for company transportation, worked 10 day shifts and 12 noon shifts
2. An employee opts for personal transportation, worked 10 day shifts and 12 noon shifts

	Company Transport + 10 day shifts & 12 noon shifts	Personal Transport + 10 day shifts & 12 noon shifts
<b>Monthly Salary</b>	20,000	20,000
Basic	10,000	10,000
HRA	4,000	4,000
Medical Allowance	1,250	1,250
Transport Allowance	1,600	1,600
Special Allowance	3,150	3,150
Shift Conveyance	0	2,400
Shift Allowance	1,800	1,800
<b>Total Earnings</b>	<b>21,800</b>	<b>24,200</b>
<b>Deductions</b>		
Employee's State Insurance (ESI)	164	182
Provident Fund (PF)	1,800	1,800
Professional Tax (PT)	250	250
Income Tax	0	0
Parking	0	250
<b>Total Deductions</b>	<b>2,214</b>	<b>2,482</b>
<b>Net Salary</b> <i>(Total Earnings - Total Deductions)</i>	<b>19,586</b>	<b>21,718</b>

\* The above numbers are based on the current policies, which are subject to review as needed.

I accept the above,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature



(contd...)

Possible deductions to be borne by the employee are,

1. Employee's State Insurance (ESI)
2. Provident Fund (PF)
3. Professional Tax (PT)
4. Income tax as per the law
5. Parking, if availed

For further clarifications, please reach out to the HR.

I accept the above,

---

Name

---

Signature

## Terms of Engagement

1. Your employment is subject to a probationary period of six months from the date of joining, where the first six to seven weeks will be your training period.
2. During the training program, you will be provided with adequate training and coaching support.
3. Given the intense nature of the training program, it is required to pay utmost importance to the classroom & online sessions, homework, and weekly assessments. It is important for you to successfully clear all the assessments. Unsuccessful assessment results may lead to breaking the contract abruptly as it is not possible to continue the training without a strong grasp on the concepts taught in the training at any given moment.
4. You will not be eligible for any leaves during the training.
5. There will be no notice period during the training period.
6. Post successful completion of training and before the probation period ends, your notice period will be two weeks. Post probation period, this employment may be terminated by either party by giving one month notice. Whilst Namecheap reserves the right to release you upon your resignation prior to the conclusion of your notice period without paying notice pay for the balance notice period, notice pay in lieu of notice is acceptable only on approval from your Reporting Manager.
7. On successful completion of the probation period, you will be designated as “Customer Support Specialist” and appointed into the rolls of Namecheap Web Services Private Limited. As a Customer Support Specialist, all Namecheap Employee Policies & Benefits will be applicable.
8. On successful completion of assessment and thereby selection for employment, the leave policy of Namecheap will be applicable.
9. Working days will rotate based on the 24/7 schedule with 8 hours of working per day and 5 days of work per week. Week-off’s will be on Saturdays and Sundays based on the shift schedule.
10. The holiday list will be published by the company before the year begins. The number of leaves as per the holiday list will be distributed across the year, not necessarily on the same holiday.
11. In addition to your salary, you will be eligible for shift allowance and transport allowance in accordance with the defined slabs. Employees are provided with the option to choose the company transport or avail transport allowance upon signing a disclaimer letter.
12. You will be required to execute a Confidentiality Agreement, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by Namecheap from time to time.
13. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc. which will be a result of your working in Namecheap or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by Namecheap, shall be the property of Namecheap. You shall treat the above information or data in connection with any work done in Namecheap in strict confidence. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
14. All information, papers, correspondence, etc. pertaining to Namecheap business activities, commercial, technical or otherwise coming into your possession in the course of your employment shall be treated with strict confidence.

I accept the above,

---

Name

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Signature

15. During your participation in training with Namecheap, you will be governed by the service rules and regulations of Namecheap currently in force or as introduced/awarded from time to time.
16. Your performance will be reviewed monthly to help you align to the expectation. We follow a flexible appraisal approach, where the salaries will be revised once in 8 to 12 months. The revision is based on the quality of your performance.
17. Your work performance will be monitored periodically and you shall satisfy the performance standards set forth by the company for the time being in force. The company shall have the right to vary or modify such standards from time to time and consistent failure to meet such standards despite prior feedback may attract action as may be deemed appropriate by the management.
18. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with Namecheap shall stand terminated/canceled without any notice.
19. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation.
20. It is specifically agreed that the courts in Coimbatore only shall have jurisdiction in the subject matter of this Agreement.

I accept the above,

---

Name

---

Signature

April 10<sup>th</sup>, 2023

**Ms. Pooja G,  
14/18 A1, Balaji Gardens,  
SM Palayam, GN Mills (po),  
Coimbatore - 641029.**

Dear Pooja,

Congratulations! Further to the interview you had with us, we are pleased to offer you the position of **Customer Support Specialist** at Namecheap.

Your gross **annual compensation** will be **₹2, 40,000/-** (Two lakh and forty thousand only).

Based on the shift schedule, you will receive **shift allowance** for the shifts you worked,

- Noon shift - **₹150** per shift
- Night shift - **₹250** per shift

At the moment, we are working from home. Once you resume back to office, when you work in shifts, you have a choice to use company transportation or personal transportation. If you choose to use personal transportation, you are eligible for a **shift conveyance** of **₹200** for every noon or night shift worked.

All the components mentioned above are subject to tax deduction at source, as per Income Tax Act, 1961. A sample breakup of the above components is given in the Annexure.

From the date of joining, you and your dependents (max 5) will be part of the company's **group health insurance plan** with a coverage of **₹5,00,000/-**

You will be based out of our Coimbatore office.

Requesting you to acknowledge the acceptance of the offer on or before **April 12<sup>th</sup>, 2023** failing which, this offer becomes invalid. The date of joining will be **June 2<sup>nd</sup>, 2023**.

I accept the above,

---

Name

---

Signature

(contd...)

On the day of your joining, please bring the following:

- Photocopies of certificates (for proof of age & qualification)
- Relieving letter and latest salary slip from the previous employer (if any)
- Two recent color photographs - 1 stamp size and 1 passport size

We look forward to you joining our team. Wishing you the very best.

Thanks,



Ashok Aruchswamy  
Director - Business Operations

I accept the above,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

## Annexure - Illustration of Compensation Breakup

The breakup in the table **does not** reflect your actuals. It is only for illustration purpose. To know your actual breakup for the given month, reach out to the payroll team.

The table covers the following two scenarios for the given month,

1. An employee opts for company transportation, worked 10 day shifts and 12 noon shifts
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	<b>Company Transport + 10 day shifts &amp; 12 noon shifts</b>	<b>Personal Transport + 10 day shifts &amp; 12 noon shifts</b>
<b>Monthly Salary</b>	20,000	20,000
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Medical Allowance	1,250	1,250
Transport Allowance	1,600	1,600
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Shift Allowance	1,800	1,800
<b>Total Earnings</b>	<b>21,800</b>	<b>24,200</b>
<b>Deductions</b>		
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Provident Fund (PF)	1,800	1,800
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Parking	0	250
<b>Total Deductions</b>	<b>2,214</b>	<b>2,482</b>
<b>Net Salary</b> <i>(Total Earnings - Total Deductions)</i>	<b>19,586</b>	<b>21,718</b>

\* The above numbers are based on the current policies, which are subject to review as needed.

I accept the above,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

(contd...)

Possible deductions to be borne by the employee are,

1. Employee's State Insurance (ESI)
2. Provident Fund (PF)
3. Professional Tax (PT)
4. Income tax as per the law
5. Parking, if availed

For further clarifications, please reach out to the HR.

I accept the above,

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Name

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Signature

## Terms of Engagement

1. Your employment is subject to a probationary period of six months from the date of joining, where the first six to seven weeks will be your training period.
2. During the training program, you will be provided with adequate training and coaching support.
3. Given the intense nature of the training program, it is required to pay utmost importance to the classroom & online sessions, homework, and weekly assessments. It is important for you to successfully clear all the assessments. Unsuccessful assessment results may lead to breaking the contract abruptly as it is not possible to continue the training without a strong grasp on the concepts taught in the training at any given moment.
4. You will not be eligible for any leaves during the training.
5. There will be no notice period during the training period.
6. Post successful completion of training and before the probation period ends, your notice period will be two weeks. Post probation period, this employment may be terminated by either party by giving one month notice. Whilst Namecheap reserves the right to release you upon your resignation prior to the conclusion of your notice period without paying notice pay for the balance notice period, notice pay in lieu of notice is acceptable only on approval from your Reporting Manager.
7. On successful completion of the probation period, you will be designated as “Customer Support Specialist” and appointed into the rolls of Namecheap Web Services Private Limited. As a Customer Support Specialist, all Namecheap Employee Policies & Benefits will be applicable.
8. On successful completion of assessment and thereby selection for employment, the leave policy of Namecheap will be applicable.
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11. In addition to your salary, you will be eligible for shift allowance and transport allowance in accordance with the defined slabs. Employees are provided with the option to choose the company transport or avail transport allowance upon signing a disclaimer letter.
12. You will be required to execute a Confidentiality Agreement, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by Namecheap from time to time.
13. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc. which will be a result of your working in Namecheap or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by Namecheap, shall be the property of Namecheap. You shall treat the above information or data in connection with any work done in Namecheap in strict confidence. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
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I accept the above,

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Name

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Signature



15. During your participation in training with Namecheap, you will be governed by the service rules and regulations of Namecheap currently in force or as introduced/awarded from time to time.
16. Your performance will be reviewed monthly to help you align to the expectation. We follow a flexible appraisal approach, where the salaries will be revised once in 8 to 12 months. The revision is based on the quality of your performance.
17. Your work performance will be monitored periodically and you shall satisfy the performance standards set forth by the company for the time being in force. The company shall have the right to vary or modify such standards from time to time and consistent failure to meet such standards despite prior feedback may attract action as may be deemed appropriate by the management.
18. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with Namecheap shall stand terminated/canceled without any notice.
19. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation.
20. It is specifically agreed that the courts in Coimbatore only shall have jurisdiction in the subject matter of this Agreement.

I accept the above,

---

Name

---

Signature

April 10<sup>th</sup>, 2023

**Ms. Sukadharshini Sivakumar,  
6/36, Balasamuthiram pudhur,  
P.Pachapalayam (post), Kangeyam,  
Tiruppur Dt - 638701.**

Dear Sukadharshini,

Congratulations! Further to the interview you had with us, we are pleased to offer you the position of **Customer Support Specialist** at Namecheap.

Your gross **annual compensation** will be **₹2, 40,000/-** (Two lakh and forty thousand only).

Based on the shift schedule, you will receive **shift allowance** for the shifts you worked,

- Noon shift - **₹150** per shift
- Night shift - **₹250** per shift

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You will be based out of our Coimbatore office.

Requesting you to acknowledge the acceptance of the offer on or before **April 12<sup>th</sup>, 2023** failing which, this offer becomes invalid. The date of joining will be **June 2<sup>nd</sup>, 2023**.

I accept the above,

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Name

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Signature

(contd...)

On the day of your joining, please bring the following:

- Photocopies of certificates (for proof of age & qualification)
- Relieving letter and latest salary slip from the previous employer (if any)
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We look forward to you joining our team. Wishing you the very best.

Thanks,



Ashok Aruchswamy  
Director - Business Operations

I accept the above,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

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Shift Allowance	1,800	1,800
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<b>Net Salary</b> (Total Earnings - Total Deductions)	<b>19,586</b>	<b>21,718</b>

\* The above numbers are based on the current policies, which are subject to review as needed.

I accept the above,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

(contd...)

Possible deductions to be borne by the employee are,

1. Employee's State Insurance (ESI)
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For further clarifications, please reach out to the HR.

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Name

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Signature

## Terms of Engagement

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10. The holiday list will be published by the company before the year begins. The number of leaves as per the holiday list will be distributed across the year, not necessarily on the same holiday.
11. In addition to your salary, you will be eligible for shift allowance and transport allowance in accordance with the defined slabs. Employees are provided with the option to choose the company transport or avail transport allowance upon signing a disclaimer letter.
12. You will be required to execute a Confidentiality Agreement, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by Namecheap from time to time.
13. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc. which will be a result of your working in Namecheap or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by Namecheap, shall be the property of Namecheap. You shall treat the above information or data in connection with any work done in Namecheap in strict confidence. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
14. All information, papers, correspondence, etc. pertaining to Namecheap business activities, commercial, technical or otherwise coming into your possession in the course of your employment shall be treated with strict confidence.

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Name

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18. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with Namecheap shall stand terminated/canceled without any notice.
19. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation.
20. It is specifically agreed that the courts in Coimbatore only shall have jurisdiction in the subject matter of this Agreement.

I accept the above,

---

Name

---

Signature

April 10<sup>th</sup>, 2023

**Ms.Yazhini.V,**  
**5, Ashokar Street, Rosegarden,**  
**Opposite Indian Bank,**  
**Vellalore,**  
**Coimbatore - 641111.**

Dear Yazhini,

Congratulations! Further to the interview you had with us, we are pleased to offer you the position of **Customer Support Specialist** at Namecheap.

Your gross **annual compensation** will be **₹2, 40,000/-** (Two lakh and forty thousand only).

Based on the shift schedule, you will receive **shift allowance** for the shifts you worked,

- Noon shift - **₹150** per shift
- Night shift - **₹250** per shift

At the moment, we are working from home. Once you resume back to office, when you work in shifts, you have a choice to use company transportation or personal transportation. If you choose to use personal transportation, you are eligible for a **shift conveyance** of **₹200** for every noon or night shift worked.

All the components mentioned above are subject to tax deduction at source, as per Income Tax Act, 1961. A sample breakup of the above components is given in the Annexure.

From the date of joining, you and your dependents (max 5) will be part of the company's **group health insurance plan** with a coverage of **₹5,00,000/-**

You will be based out of our Coimbatore office.

Requesting you to acknowledge the acceptance of the offer on or before **April 12<sup>th</sup>, 2023** failing which, this offer becomes invalid. The date of joining will be **June 2<sup>nd</sup>, 2023**.

I accept the above,

---

Name

---

Signature



(contd...)

On the day of your joining, please bring the following:

- Photocopies of certificates (for proof of age & qualification)
- Relieving letter and latest salary slip from the previous employer (if any)
- Two recent color photographs - 1 stamp size and 1 passport size

We look forward to you joining our team. Wishing you the very best.

Thanks,



Ashok Aruchswamy  
Director - Business Operations

I accept the above,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

## Annexure - Illustration of Compensation Breakup

The breakup in the table **does not** reflect your actuals. It is only for illustration purpose. To know your actual breakup for the given month, reach out to the payroll team.

The table covers the following two scenarios for the given month,

1. An employee opts for company transportation, worked 10 day shifts and 12 noon shifts
2. An employee opts for personal transportation, worked 10 day shifts and 12 noon shifts

	Company Transport + 10 day shifts & 12 noon shifts	Personal Transport + 10 day shifts & 12 noon shifts
<b>Monthly Salary</b>	20,000	20,000
Basic	10,000	10,000
HRA	4,000	4,000
Medical Allowance	1,250	1,250
Transport Allowance	1,600	1,600
Special Allowance	3,150	3,150
Shift Conveyance	0	2,400
Shift Allowance	1,800	1,800
<b>Total Earnings</b>	<b>21,800</b>	<b>24,200</b>
<b>Deductions</b>		
Employee's State Insurance (ESI)	164	182
Provident Fund (PF)	1,800	1,800
Professional Tax (PT)	250	250
Income Tax	0	0
Parking	0	250
<b>Total Deductions</b>	<b>2,214</b>	<b>2,482</b>
<b>Net Salary</b> (Total Earnings - Total Deductions)	<b>19,586</b>	<b>21,718</b>

\* The above numbers are based on the current policies, which are subject to review as needed.

I accept the above,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

(contd...)

Possible deductions to be borne by the employee are,

1. Employee's State Insurance (ESI)
2. Provident Fund (PF)
3. Professional Tax (PT)
4. Income tax as per the law
5. Parking, if availed

For further clarifications, please reach out to the HR.

I accept the above,

---

Name

---

Signature

## Terms of Engagement

1. Your employment is subject to a probationary period of six months from the date of joining, where the first six to seven weeks will be your training period.
2. During the training program, you will be provided with adequate training and coaching support.
3. Given the intense nature of the training program, it is required to pay utmost importance to the classroom & online sessions, homework, and weekly assessments. It is important for you to successfully clear all the assessments. Unsuccessful assessment results may lead to breaking the contract abruptly as it is not possible to continue the training without a strong grasp on the concepts taught in the training at any given moment.
4. You will not be eligible for any leaves during the training.
5. There will be no notice period during the training period.
6. Post successful completion of training and before the probation period ends, your notice period will be two weeks. Post probation period, this employment may be terminated by either party by giving one month notice. Whilst Namecheap reserves the right to release you upon your resignation prior to the conclusion of your notice period without paying notice pay for the balance notice period, notice pay in lieu of notice is acceptable only on approval from your Reporting Manager.
7. On successful completion of the probation period, you will be designated as “Customer Support Specialist” and appointed into the rolls of Namecheap Web Services Private Limited. As a Customer Support Specialist, all Namecheap Employee Policies & Benefits will be applicable.
8. On successful completion of assessment and thereby selection for employment, the leave policy of Namecheap will be applicable.
9. Working days will rotate based on the 24/7 schedule with 8 hours of working per day and 5 days of work per week. Week-off’s will be on Saturdays and Sundays based on the shift schedule.
10. The holiday list will be published by the company before the year begins. The number of leaves as per the holiday list will be distributed across the year, not necessarily on the same holiday.
11. In addition to your salary, you will be eligible for shift allowance and transport allowance in accordance with the defined slabs. Employees are provided with the option to choose the company transport or avail transport allowance upon signing a disclaimer letter.
12. You will be required to execute a Confidentiality Agreement, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by Namecheap from time to time.
13. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc. which will be a result of your working in Namecheap or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by Namecheap, shall be the property of Namecheap. You shall treat the above information or data in connection with any work done in Namecheap in strict confidence. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
14. All information, papers, correspondence, etc. pertaining to Namecheap business activities, commercial, technical or otherwise coming into your possession in the course of your employment shall be treated with strict confidence.

I accept the above,

---

Name

---

Signature

15. During your participation in training with Namecheap, you will be governed by the service rules and regulations of Namecheap currently in force or as introduced/awarded from time to time.
16. Your performance will be reviewed monthly to help you align to the expectation. We follow a flexible appraisal approach, where the salaries will be revised once in 8 to 12 months. The revision is based on the quality of your performance.
17. Your work performance will be monitored periodically and you shall satisfy the performance standards set forth by the company for the time being in force. The company shall have the right to vary or modify such standards from time to time and consistent failure to meet such standards despite prior feedback may attract action as may be deemed appropriate by the management.
18. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with Namecheap shall stand terminated/canceled without any notice.
19. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation.
20. It is specifically agreed that the courts in Coimbatore only shall have jurisdiction in the subject matter of this Agreement.

I accept the above,

---

Name

---

Signature



PRICOL TRAVEL PRIVATE LIMITED  
Taking you places

REGISTRATION OFFICE  
AD3, CPM Towers  
Race Course Road  
Coimbatore-641014  
Tamil Nadu, India  
CIN: U65900KL2009PT000099

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Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Harini. S

PTPL-HRD-REC-2023

Ms. Harini. S  
205, Vinayagar Koil Street,  
Thirumangalam,  
Anna Nagar West  
Chennai - 600040.

### Letter of Offer


Dear Harini,

1. With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of **Management Trainee - Operations** in the Staff Cadre.
2. Your "**Annual Cost to the Company**" will be **Rs. 2,91,858/-** (Rupees Two Lakh(s) Ninety One Thousand Eight Hundred and Fifty Eight Only). The **Salary Compensation** is mentioned in Annexure - A.
3. Your employment with us will be governed by the terms and conditions which will be provided to you at the time of joining and will be detailed in the appointment order.
4. You will be on probation for a period of Six months from the date of your joining.
5. You are requested to commence employment with us on or before **June 1<sup>st</sup>, 2023**.
6. You are requested to submit the copies of the documents mentioned in Annexure - B for the purpose of company records on or before the date of your joining date.
7. Please sign and send the duplicate copy of this Offer letter as an acknowledgement of your acceptance.
8. You will be based at **Chennai**.

In case of any further clarification, please contact Human Resources dept.

We welcome you to Pricol Travel Private Limited and look forward to a long and mutually beneficial association with us.

for **Pricol Travel Private Limited**

  
**Saravanakumar. S**  
**Manager – HR & CSR**

**Encl:** Annexure - A: Salary Structure / Annexure - B: Check list of documents to be submitted.

Received and Accepted

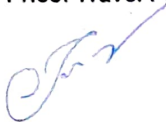


Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Harini. S**ANNEXURE - A****Salary Structure**

<b>Name</b>		Harini. S ✓
<b>Designation</b>		Management Trainee ✓
<b>Department</b>		Operations ✓
<b>Grade</b>		TG6 ✓
S.No	Details	Pay Per Month (in Rs.)
<b>A</b>	Basic	15,000 ✓
	HRA	5,450 ✓
	Conveyance	0
	Medical	0
	Special Allowance	1,350 ✓
	<b>Gross</b>	<b>21,800 ✓</b>
<b>B</b>	PF @ 12 % (on Basic)	1,800 ✓
	ESI @ 3.25% (on Gross)	0
	Gratuity @ 4.81% ( on Basic)	722 ✓
	<b>Monthly CTC</b>	<b>24,322 ✓</b>
	<b>Annual CTC</b>	<b>2,91,858 ✓</b>

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.

for Pricol Travel Private Limited

**Saravanakumar. S**  
Manager – HR & CSR

Received and Accepted



REGISTERED OFFICE  
109, CPM Towers  
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Coimbatore 641018  
Tamil Nadu, India  
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Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Harini. S

## ANNEXURE - B

At the time of joining, you are requested to bring the following documents in original, along with one copy of each document.

- a) Certificates supporting your educational qualifications along with mark sheets:
- Standard X<sup>th</sup> School Leaving certificate & mark sheets
  - Standard XII<sup>th</sup> School Leaving Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Degree Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificates & Transcripts
  - Any other education Certificates with supporting documents - if any
- b) Your latest Salary Slip/Salary Certificate
- c) Your Relieving Letter Photo copy from your present organization.
- d) Service Certificate/proof of Employment from the present and all previous Employers
- e) Form 16 or Taxable Income Statement duly certified by previous employer (statement showing deductions & taxable Income with break-up)
- f) 6 passport-size colour photographs and electronic photograph with plain background in JPEG format.
- g) Valid Passport / Please submit copy of the valid Passport.
- h) PAN Card and Proof of PAN Number. Please note that it is mandatory to provide the PAN number for processing payroll and payments, including salaries. No payments will be made without PAN.

for **Pricol Travel Private Limited**



**Saravanakumar. S**  
Manager – HR & CSR

Received and Accepted





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Tamil Nadu, India  
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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

Coimbatore, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Pavithra. V

PTPL-HRD-REC-2023

Ms. Pavithra. V,  
13/356 KRN Nagar,  
Maramangalathupatti,  
Salem - 636030.

### Letter of Offer

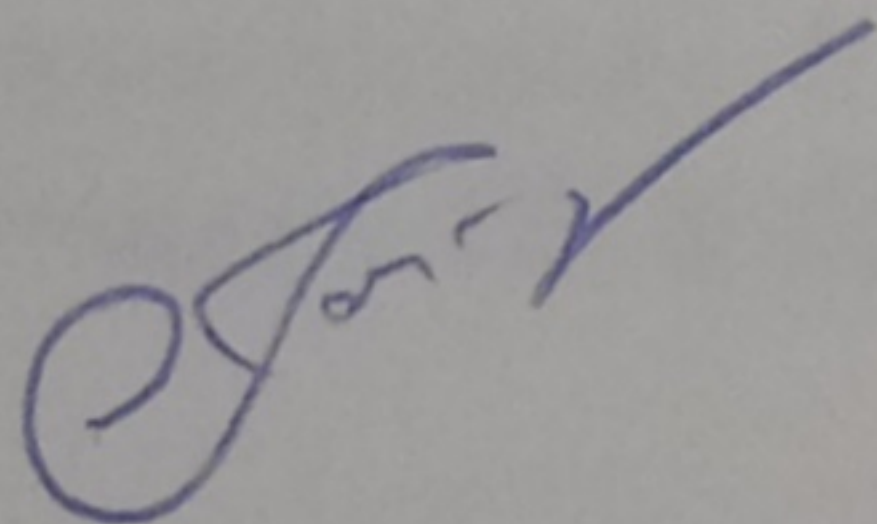
Dear Pavithra,

1. With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of **Management Trainee - Operations** in the Staff Cadre.
2. Your "**Annual Cost to the Company**" will be **Rs. 2,77,293/-** (Rupees Two Lakh(s) Seventy Seven Thousand Two Hundred and Ninety Three Only). The **Salary Compensation** is mentioned in Annexure-A.
3. Your employment with us will be governed by the terms and conditions which will be provided to you at the time of joining and will be detailed in the appointment order.
4. You will be on probation for a period of Six months from the date of your joining.
5. You are requested to commence employment with us on or before **June 1<sup>st</sup>, 2023**.
6. You are requested to submit the copies of the documents mentioned in Annexure - B for the purpose of company records on or before the date of your joining date.
7. Please sign and send the duplicate copy of this Offer letter as an acknowledgement of your acceptance.
8. You will be based at **Coimbatore**,

In case of any further clarification, please contact Human Resources dept.

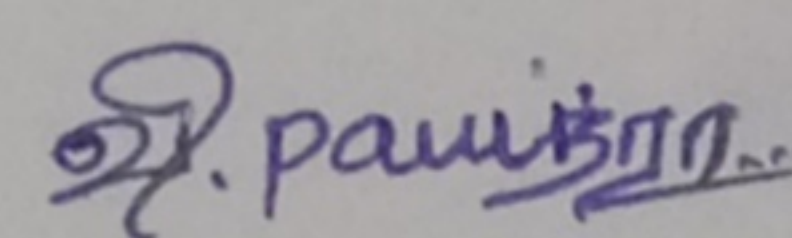
We welcome you to Pricol Travel Private Limited and look forward to a long and mutually beneficial association with us.

for **Pricol Travel Private Limited**



**Saravanakumar. S**  
Manager – HR & CSR

RECEIVED AND ACCEPTED



Encl: Annexure - A: Salary Structure / Annexure - B: Check list of documents to be submitted.

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Coimbatore 641018.  
Tamil Nadu, India  
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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

Coimbatore, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Pavithra. V

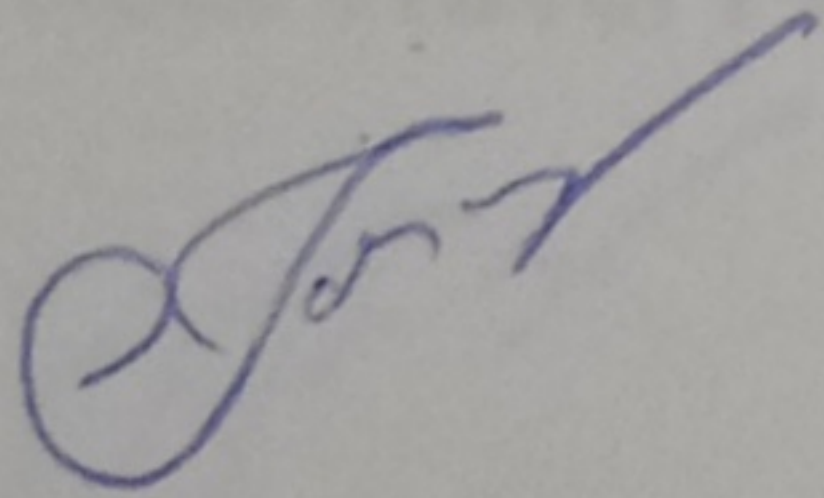
## ANNEXURE - A

### Salary Structure

Name		Pavithra. V
Designation		Management Trainee
Department		Operations
Grade		TG6
S.No	Details	Pay Per Month (in Rs.)
A	Basic	14,959
	HRA	4,986
	Conveyance	0
	Medical	0
	Special Allowance	0
	<b>Gross</b>	<b>19,945</b>
B	PF @ 12 % (on Basic)	1,795
	ESI @ 3.25% (on Gross)	648
	Gratuity @ 4.81% ( on Basic)	720
	<b>Monthly CTC</b>	<b>23,108</b>
	<b>Annual CTC</b>	<b>2,77,293</b>

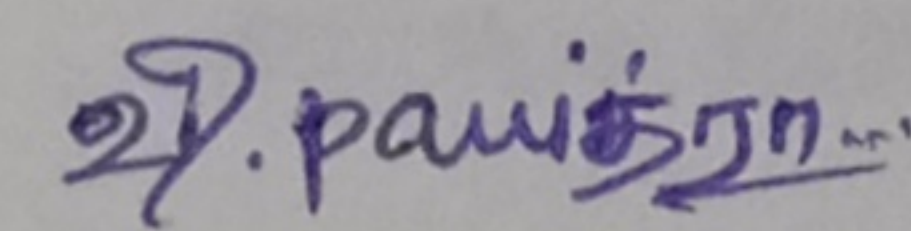
Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.

for Pricol Travel Private Limited



Saravanakumar. S  
Manager – HR & CSR

RECEIVED AND ACCEPTED



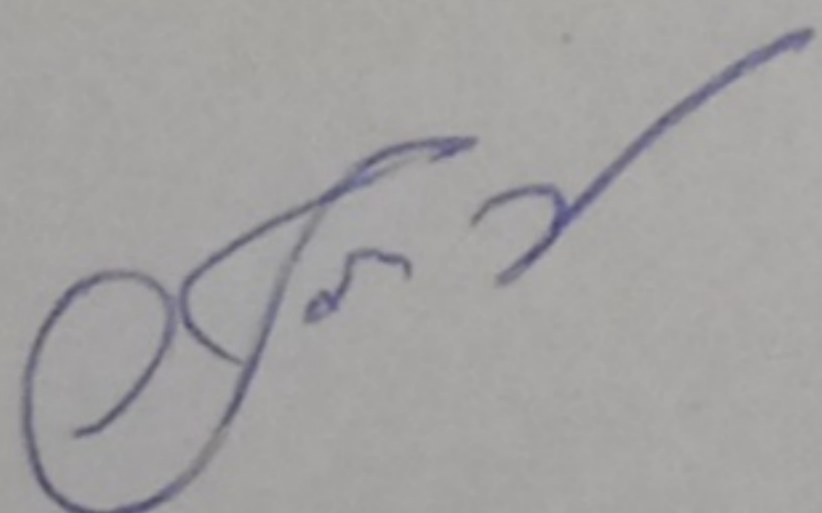
Coimbatore, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Pavithra. V.

## ANNEXURE - B

At the time of joining, you are requested to bring the following documents in original, along with one copy of each document.

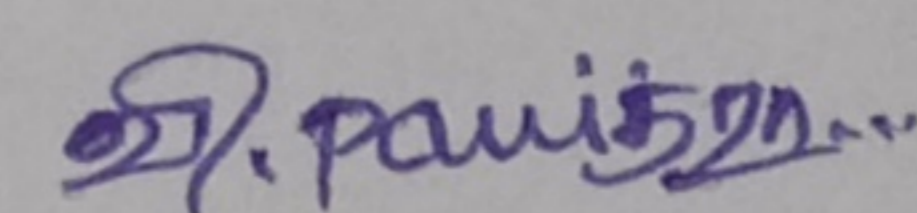
- a) Certificates supporting your educational qualifications along with mark sheets:
  - Standard X<sup>th</sup> School Leaving certificate & mark sheets
  - Standard XII<sup>th</sup> School Leaving Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Degree Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificates & Transcripts
  - Any other education Certificates with supporting documents - if any
- b) Your latest Salary Slip/Salary Certificate
- c) Your Relieving Letter Photo copy from your present organization.
- d) Service Certificate/proof of Employment from the present and all previous Employers
- e) Form 16 or Taxable Income Statement duly certified by previous employer (statement showing deductions & taxable Income with break-up)
- f) 6 passport-size colour photographs and electronic photograph with plain background in JPEG format.
- g) Valid Passport / Please submit copy of the valid Passport.
- h) PAN Card and Proof of PAN Number. Please note that it is mandatory to provide the PAN number for processing payroll and payments, including salaries. No payments will be made without PAN.

for Pricol Travel Private Limited



**Saravanakumar. S**  
Manager – HR & CSR

RECEIVED AND ACCEPTED



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Coimbatore, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Prasanna Devi, P

PTPL-HRD-REC-2023

**Ms. Prasanna Devi. P,**  
2/901 A, Sri Selva,  
Vinayagar Nagar,  
Seelapadi Road  
Dindigul - 624005.

**Letter of Offer**


**Dear Prasanna,**

1. With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of **Management Trainee - Operations** in the Staff Cadre.
2. Your "**Annual Cost to the Company**" will be **Rs. 2,77,293/-** (Rupees Two Lakh(s) Seventy Seven Thousand Two Hundred and Ninety Three Only). The **Salary Compensation** is mentioned in Annexure-A.
3. Your employment with us will be governed by the terms and conditions which will be provided to you at the time of joining and will be detailed in the appointment order.
4. You will be on probation for a period of Six months from the date of your joining.
5. You are requested to commence employment with us on or before **June 1<sup>st</sup>, 2023**,
6. You are requested to submit the copies of the documents mentioned in Annexure - B for the purpose of company records on or before the date of your joining date.
7. Please sign and send the duplicate copy of this Offer letter as an acknowledgement of your acceptance.
8. You will be based at **Coimbatore**.

In case of any further clarification, please contact Human Resources dept.

We welcome you to Pricol Travel Private Limited and look forward to a long and mutually beneficial association with us.

for **Pricol Travel Private Limited**

  
**Saravanakumar. S**  
**Manager – HR & CSR**

Received & accepted

P. Prasanna devi

**Encl:** Annexure - A: Salary Structure / Annexure - B: Check list of documents to be submitted.

REGISTERED OFFICE:  
 109, CPM Towers  
 Race Course Road  
 Coimbatore 641018.  
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 Coimbatore, 10<sup>th</sup> February 2023 ✓  
 Offer Letter of Ms. Prasanna Devi. P

**ANNEXURE - A**
Salary Structure

<b>Name</b>		Prasanna Devi. P ✓
<b>Designation</b>		Management Trainee
<b>Department</b>		Operations
<b>Grade</b>		TG6 ✓
<b>S.No</b>	<b>Details</b>	<b>Pay Per Month (in Rs.)</b>
<b>A</b>	Basic	14,959 ✓
	HRA	4,986 ✓
	Conveyance	0
	Medical	0
	Special Allowance	0
	<b>Gross</b>	<b>19,945 ✓</b>
<b>B</b>	PF @ 12 % (on Basic)	1,795 ✓
	ESI @ 3.25% (on Gross)	648 ✓
	Gratuity @ 4.81% ( on Basic)	720 ✓
	<b>Monthly CTC</b>	<b>23,108 ✓</b>
	<b>Annual CTC</b>	<b>2,77,293 ✓</b>

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.

for Pricol Travel Private Limited

  
**Saravanakumar. S**  
 Manager – HR & CSR

 Received & accepted  
 P. Prasanna devi



**PRICOL TRAVEL PRIVATE LIMITED**  
Taking you places

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Race Course Road  
Coimbatore 641018,  
Tamil Nadu, India  
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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

Coimbatore, 10<sup>th</sup> February 2023 /  
Offer Letter of Ms. Prasanna Devi. P

## ANNEXURE - B

At the time of joining, you are requested to bring the following documents in original, along with one copy of each document.

- a) Certificates supporting your educational qualifications along with mark sheets:
  - Standard X<sup>th</sup> School Leaving certificate & mark sheets
  - Standard XII<sup>th</sup> School Leaving Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Degree Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificates & Transcripts
  - Any other education Certificates with supporting documents - if any
- b) Your latest Salary Slip/Salary Certificate
- c) Your Relieving Letter Photo copy from your present organization.
- d) Service Certificate/proof of Employment from the present and all previous Employers
- e) Form 16 or Taxable Income Statement duly certified by previous employer (statement showing deductions & taxable Income with break-up)
- f) 6 passport-size colour photographs and electronic photograph with plain background in JPEG format.
- g) Valid Passport / Please submit copy of the valid Passport.
- h) PAN Card and Proof of PAN Number. Please note that it is mandatory to provide the PAN number for processing payroll and payments, including salaries. No payments will be made without PAN.

for Pricol Travel Private Limited

**Saravanakumar. S**  
Manager – HR & CSR

Received & accepted  
P. Prasanna devi

REGISTERED OFFICE:  
109, CPM Towers  
Race Course Road  
Coimbatore 641018,  
Tamil Nadu, India  
CIN U63040TZ2002PTC010019

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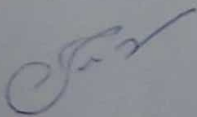
Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Rakshini Prabha. N.Y

### ANNEXURE - B

At the time of joining, you are requested to bring the following documents in original, along with one copy of each document.

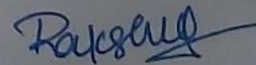
- a) Certificates supporting your educational qualifications along with mark sheets:
- Standard X<sup>th</sup> School Leaving certificate & mark sheets
  - Standard XII<sup>th</sup> School Leaving Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Degree Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificates & Transcripts
  - Any other education Certificates with supporting documents - if any
- b) Your latest Salary Slip/Salary Certificate
- c) Your Relieving Letter Photo copy from your present organization.
- d) Service Certificate/proof of Employment from the present and all previous Employers
- e) Form 16 or Taxable Income Statement duly certified by previous employer (statement showing deductions & taxable Income with break-up)
- f) 6 passport-size colour photographs and electronic photograph with plain background in JPEG format.
- g) Valid Passport / Please submit copy of the valid Passport.
- h) PAN Card and Proof of PAN Number. Please note that it is mandatory to provide the PAN number for processing payroll and payments, including salaries. No payments will be made without PAN.

for Pricol Travel Private Limited



Saravanakumar. S  
Manager – HR & CSR

RECEIVED & ACCEPTED



Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Rakshini Prabha. N V

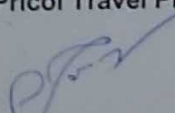
**ANNEXURE - A**

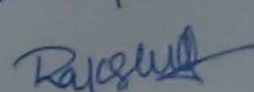
**Salary Structure**

Name		Rakshini Prabha N V ✓
Designation		Management Trainee ✓
Department		Sales ✓
Grade		TG6 ✓
S.No	Details	Pay Per Month (in Rs.)
A	Basic	15,000 ✓
	HRA	5,450 ✓
	Conveyance	0
	Medical	0
	Special Allowance	1,350 ✓
	<b>Gross</b>	<b>21,800 ✓</b>
B	PF @ 12 % (on Basic)	1,800 ✓
	ESI @ 3.25% (on Gross)	0
	Gratuity @ 4.81% ( on Basic)	722 ✓
	<b>Monthly CTC</b>	<b>24,322 ✓</b>
	<b>Annual CTC</b>	<b>2,91,858</b>

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.

for Pricol Travel Private Limited

  
Saravanakumar. S  
Manager – HR & CSR

RECEIVED & ACCEPTED  




Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Rakshini Prabha. N V

PTPL-HRD-REC-2023

**Ms. Rakshini Prabha. N V,**  
16, Karunakaran Street,  
RV Nagar, Sainathapuram  
Vellore - 632002.

Letter of Offer

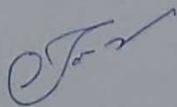
Dear Rakshini Prabha,

1. With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of **Management Trainee - Sales** in the Staff Cadre.
2. Your "**Annual Cost to the Company**" will be **Rs. 2,91,858/-** (Rupees Two Lakh(s) Ninety One Thousand Eight Hundred and Fifty Eight Only). The **Salary Compensation** is mentioned in Annexure - A.
3. Your employment with us will be governed by the terms and conditions which will be provided to you at the time of joining and will be detailed in the appointment order.
4. You will be on probation for a period of Six months from the date of your joining.
5. You are requested to commence employment with us on or before **June 1<sup>st</sup>, 2023**.
6. You are requested to submit the copies of the documents mentioned in Annexure - B for the purpose of company records on or before the date of your joining date.
7. Please sign and send the duplicate copy of this Offer letter as an acknowledgement of your acceptance.
8. You will be based at **Chennai**.

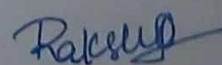
In case of any further clarification, please contact Human Resources dept.

We welcome you to Pricol Travel Private Limited and look forward to a long and mutually beneficial association with us.

for **Pricol Travel Private Limited**



**Saravanakumar. S**  
Manager – HR & CSR

RECEIVED & ACCEPTED  


Encl: Annexure - A: Salary Structure / Annexure - B: Check list of documents to be submitted.



**PRICOL TRAVEL PRIVATE LIMITED**  
Taking you places

REGISTERED OFFICE:  
109, CPM Towers  
Race Course Road  
Coimbatore 641018.  
Tamil Nadu, India  
CIN : UB3040TZ2002PTC010019

+91 422 433 2900  
info@pricoltravel.com  
pricoltravel.com

CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

Coimbatore, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Urmika. A

PTPL-HRD-REC-2023

Ms. Urmika. A,  
51, Venkataswamy Road,  
New Sidhapudur,  
Coimbatore - 641044.

**Letter of Offer**

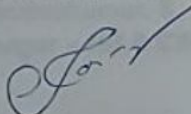
Dear Urmika,

1. With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of **Management Trainee - Operations** in the Staff Cadre.
2. Your "**Annual Cost to the Company**" will be **Rs. 2,77,293/-** (Rupees Two Lakh(s) Seventy Seven Thousand Two Hundred and Ninety Three Only). The **Salary Compensation** is mentioned in Annexure-A.
3. Your employment with us will be governed by the terms and conditions which will be provided to you at the time of joining and will be detailed in the appointment order.
4. You will be on probation for a period of Six months from the date of your joining.
5. You are requested to commence employment with us on or before **June 1<sup>st</sup>, 2023**.
6. You are requested to submit the copies of the documents mentioned in Annexure - B for the purpose of company records on or before the date of your joining date.
7. Please sign and send the duplicate copy of this Offer letter as an acknowledgement of your acceptance.
8. You will be based at **Coimbatore**.

In case of any further clarification, please contact Human Resources dept.

We welcome you to Pricol Travel Private Limited and look forward to a long and mutually beneficial association with us.

for Pricol Travel Private Limited

  
Saravanakumar. S  
Manager – HR & CSR

Encl: Annexure - A: Salary Structure / Annexure - B: Check list of documents to be submitted.

Received and  
Accepted  
Urmika.

PASSIONATE > SUSTAINABLE > DYNAMIC > EVOLVING >



**PRICOL TRAVEL PRIVATE LIMITED**  
Taking you places

REGISTERED OFFICE:  
109, CPM Towers  
Race Course Road  
Coimbatore 641018  
Tamil Nadu, India  
CIN : U63040TZ2002PTC010019

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🌐 pricoltravel.com

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Coimbatore, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Urmika. A

## ANNEXURE - A

### Salary Structure

Name		Urmika. A
Designation		Management Trainee
Department		Operations
Grade		TG6
S.No	Details	Pay Per Month (in Rs.)
A	Basic	14,959
	HRA	4,986
	Conveyance	0
	Medical	0
	Special Allowance	0
	<b>Gross</b>	<b>19,945</b>
B	PF @ 12 % (on Basic)	1,795
	ESI @ 3.25% (on Gross)	648
	Gratuity @ 4.81% ( on Basic)	720
	<b>Monthly CTC</b>	<b>23,108</b>
	<b>Annual CTC</b>	<b>2,77,293</b>

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.

for Pricol Travel Private Limited

Saravanakumar. S  
Manager – HR & CSR

Received and  
Accepted  
Urmika.



**PRICOL TRAVEL PRIVATE LIMITED**  
Taking you places

REGISTERED OFFICE:  
109, CPM Towers  
Race Course Road  
Coimbatore 641018,  
Tamil Nadu, India  
CIN : U63040TZ2002PTC010019

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Coimbatore, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Urmika. A

## ANNEXURE - B

At the time of joining, you are requested to bring the following documents in original, along with one copy of each document.

a) Certificates supporting your educational qualifications along with mark sheets:

- Standard X<sup>th</sup> School Leaving certificate & mark sheets
- Standard XII<sup>th</sup> School Leaving Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Degree Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificates & Transcripts
- Any other education Certificates with supporting documents - if any

b) Your latest Salary Slip/Salary Certificate

c) Your Relieving Letter Photo copy from your present organization.

d) Service Certificate/proof of Employment from the present and all previous Employers

e) Form 16 or Taxable Income Statement duly certified by previous employer (statement showing deductions & taxable Income with break-up)

f) 6 passport-size colour photographs and electronic photograph with plain background in JPEG format.

g) Valid Passport / Please submit copy of the valid Passport.

h) PAN Card and Proof of PAN Number. Please note that it is mandatory to provide the PAN number for processing payroll and payments, including salaries. No payments will be made without PAN.

for Pricol Travel Private Limited

**Saravanakumar. S**  
Manager – HR & CSR

Received and  
accepted  
Urmika.



**PRICOL TRAVEL PRIVATE LIMITED**  
Taking you places

REGISTERED OFFICE  
109, CPM Towers  
Race Course Road  
Coimbatore 641018  
Tamil Nadu, India  
CIN: U63040T22002PTCO10019

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Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Vidya. M ✓

### ANNEXURE - B

At the time of joining, you are requested to bring the following documents in original, along with one copy of each document.

- a) Certificates supporting your educational qualifications along with mark sheets:
- Standard X<sup>th</sup> School Leaving certificate & mark sheets
  - Standard XII<sup>th</sup> School Leaving Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Degree Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificates & Transcripts
  - Any other education Certificates with supporting documents - if any
- b) Your latest Salary Slip/Salary Certificate
- c) Your Relieving Letter Photo copy from your present organization.
- d) Service Certificate/proof of Employment from the present and all previous Employers
- e) Form 16 or Taxable Income Statement duly certified by previous employer (statement showing deductions & taxable Income with break-up)
- f) 6 passport-size colour photographs and electronic photograph with plain background in JPEG format.
- g) Valid Passport / Please submit copy of the valid Passport.
- h) PAN Card and Proof of PAN Number. Please note that it is mandatory to provide the PAN number for processing payroll and payments, including salaries. No payments will be made without PAN.

for Pricol Travel Private Limited

**Saravanakumar. S**  
Manager – HR & CSR

RECEIVED AND ACCEPTED

M. Reddy



PRICOL TRAVEL PRIVATE LIMITED

Taking you places

Registered Office:  
100, CFM Towers  
Rajiv Gandhi Road,  
Coimbatore 641010  
Tamil Nadu, India  
CIN: U63040TN2014PTPL00110

☎ +91 422 433 0001  
✉ info@pricoltravel.com  
• pricoltravel.com

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Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Vidya M

## ANNEXURE - A

### Salary Structure

<b>Name</b>		Vidya. M
<b>Designation</b>		Management Trainee
<b>Department</b>		Operations
<b>Grade</b>		TG6
S.No	Details	Pay Per Month (In Rs.)
<b>A</b>	Basic	15,000
	HRA	5,450
	Conveyance	0
	Medical	0
	Special Allowance	1,350
	<b>Gross</b>	<b>21,800</b>
<b>B</b>	PF @ 12 % (on Basic)	1,800
	ESI @ 3.25% (on Gross)	0
	Gratuity @ 4.81% ( on Basic)	722
	<b>Monthly CTC</b>	<b>24,322</b>
	<b>Annual CTC</b>	<b>2,91,858</b>

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.

for Pricol Travel Private Limited

Saravanakumar. S  
Manager – HR & CSR

RECEIVED AND ACCEPTED

M. Vidya

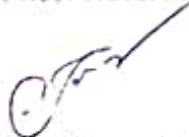
Chennai, 10<sup>th</sup> February 2023  
Offer Letter of Ms. Vidya. M**PTPL-HRD-REC-2023****Ms. Vidya. M,**  
H 308 S&P Living Spaces,  
Kamaraj Street, Aynambakkam,  
Maduravoyal,  
Chennai - 600095.**Letter of Offer****Dear Vidya,**

1. With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of **Management Trainee - Operations** in the Staff Cadre.
2. Your **"Annual Cost to the Company"** will be **Rs. 2,91,858/-** (Rupees Two Lakh(s) Ninety One Thousand Eight Hundred and Fifty Eight Only). The **Salary Compensation** is mentioned in Annexure - A.
3. Your employment with us will be governed by the terms and conditions which will be provided to you at the time of joining and will be detailed in the appointment order.
4. You will be on probation for a period of Six months from the date of your joining.
5. You are requested to commence employment with us on or before **June 1<sup>st</sup>, 2023**.
6. You are requested to submit the copies of the documents mentioned in Annexure - B for the purpose of company records on or before the date of your joining date.
7. Please sign and send the duplicate copy of this Offer letter as an acknowledgement of your acceptance.
8. You will be based at **Chennai**.

In case of any further clarification, please contact Human Resources dept.

We welcome you to Pricol Travel Private Limited and look forward to a long and mutually beneficial association with us.

for Pricol Travel Private Limited

**Saravanakumar. S**  
Manager – HR & CSR**RECEIVED AND ACCEPTED.****M. Vidya .**

Encl: Annexure - A: Salary Structure / Annexure - B: Check list of documents to be submitted.

# OFFER LETTER

**Date:** 03.05.2023

102A, Sedan Thottam,

G.N. Mills (PO),

Coimbatore 641 029.

**Dear JAGADESWARI.M,**

**Congratulations!** We are pleased to confirm that you have been selected to work for **PULLART D'SIGNS**. We are delighted to make you the following job offer:

The position we are offering you is that of **Jewellery CAD Designer** with a monthly salary at Rs.10,500. This position reports to **Mr. Maheswaran**.

After training period incentive based on their work efficiency. Salary will be revised after **six months** from their production period starts (15% to 30%) depending upon their efficiency, skill and responsibility.

We would like you to start work from next week of your semester ends. Please report to Mrs.THILAGAVATHI for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **PULLART D'SIGNS** and look forward to working with you.

## **Terms and conditions**

The probationary period of **2years** need to be served by the candidate, after joining the job.

After the probationary term, there must be a 2-month notice period before leaving the position.

Sincerely,

Accepted by, (**JAGADESWARI.M**)



# OFFER LETTER

**Date:** 03.05.2023

102A, Sedan Thottam,

G.N. Mills (PO),

Coimbatore 641 029.

**Dear JEEVITHA.S,**

**Congratulations!** We are pleased to confirm that you have been selected to work for **PULLART D'SIGNS**. We are delighted to make you the following job offer:

The position we are offering you is that of **Jewellery CAD Designer** with a monthly salary at Rs.10,500. This position reports to **Mr. Maheswaran**.

After training period incentive based on their work efficiency. Salary will be revised after **six months** from their production period starts (15% to 30%) depending upon their efficiency, skill and responsibility.

We would like you to start work from next week of your semester ends. Please report to Mrs.THILAGAVATHI for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **PULLART D'SIGNS** and look forward to working with you.

## **Terms and conditions**

The probationary period of **2years** need to be served by the candidate, after joining the job.

After the probationary term, there must be a 2-month notice period before leaving the position.

Sincerely,

Accepted by, **(JEEVITHA.S)**

# OFFER LETTER

**Date:** 03.05.2023

102A, Sedan Thottam,

G.N. Mills (PO),

Coimbatore 641 029.

**Dear REVATHY.N,**

**Congratulations!** We are pleased to confirm that you have been selected to work for **PULLART D'SIGNS**. We are delighted to make you the following job offer:

The position we are offering you is that of **Jewellery CAD Designer** with a monthly salary at Rs.10,500. This position reports to **Mr. Maheswaran**.

After training period incentive based on their work efficiency. Salary will be revised after **six months** from their production period starts (15% to 30%) depending upon their efficiency, skill and responsibility.

We would like you to start work from next week of your semester ends. Please report to Mrs.THILAGAVATHI for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **PULLART D'SIGNS** and look forward to working with you.

## **Terms and conditions**

The probationary period of **2years** need to be served by the candidate, after joining the job.

After the probationary term, there must be a 2-month notice period before leaving the position.

Sincerely,

Accepted by, **(REVATHY.N)**

# OFFER LETTER

**Date:** 03.05.2023

102A, Sedan Thottam,

G.N. Mills (PO),

Coimbatore 641 029.

**Dear SHALINI.P,**

**Congratulations!** We are pleased to confirm that you have been selected to work for **PULLART D'SIGNS**. We are delighted to make you the following job offer:

The position we are offering you is that of **Jewellery CAD Designer** with a monthly salary at Rs.10,500. This position reports to **Mr. Maheswaran**.

After training period incentive based on their work efficiency. Salary will be revised after **six months** from their production period starts (15% to 30%) depending upon their efficiency, skill and responsibility.

We would like you to start work from next week of your semester ends. Please report to Mrs.THILAGAVATHI for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **PULLART D'SIGNS** and look forward to working with you.

## **Terms and conditions**

The probationary period of **2years** need to be served by the candidate, after joining the job.

After the probationary term, there must be a 2-month notice period before leaving the position.

Sincerely,

Accepted by, (**SHALINI.P**)

# OFFER LETTER

**Date:** 03.05.2023

102A, Sedan Thottam,

G.N. Mills (PO),

Coimbatore 641 029.

**Dear SHALINI.S,**

**Congratulations!** We are pleased to confirm that you have been selected to work for **PULLART D'SIGNS**. We are delighted to make you the following job offer:

The position we are offering you is that of **Jewellery CAD Designer** with a monthly salary at Rs.10,500. This position reports to **Mr. Maheswaran**.

After training period incentive based on their work efficiency. Salary will be revised after **six months** from their production period starts (15% to 30%) depending upon their efficiency, skill and responsibility.

We would like you to start work from next week of your semester ends. Please report to Mrs.THILAGAVATHI for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **PULLART D'SIGNS** and look forward to working with you.

## **Terms and conditions**

The probationary period of **2years** need to be served by the candidate, after joining the job.

After the probationary term, there must be a 2-month notice period before leaving the position.

Sincerely,

Accepted by, (**SHALINI.S**)

# OFFER LETTER

**Date:** 03.05.2023

102A, Sedan Thottam,

G.N. Mills (PO),

Coimbatore 641 029.

**Dear SIVASREE.R,**

**Congratulations!** We are pleased to confirm that you have been selected to work for **PULLART D'SIGNS**. We are delighted to make you the following job offer:

The position we are offering you is that of **Jewellery CAD Designer** with a monthly salary at Rs.10,500. This position reports to **Mr. Maheswaran**.

After training period incentive based on their work efficiency. Salary will be revised after **six months** from their production period starts (15% to 30%) depending upon their efficiency, skill and responsibility.

We would like you to start work from next week of your semester ends. Please report to Mrs.THILAGAVATHI for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **PULLART D'SIGNS** and look forward to working with you.

## **Terms and conditions**

The probationary period of **2years** need to be served by the candidate, after joining the job.

After the probationary term, there must be a 2-month notice period before leaving the position.

Sincerely,

Accepted by, (**SIVASREE.R**)

# OFFER LETTER

**Date:** 03.05.2023

102A, Sedan Thottam,

G.N. Mills (PO),

Coimbatore 641 029.

**Dear YUVASREE.C,**

**Congratulations!** We are pleased to confirm that you have been selected to work for **PULLART D'SIGNS**. We are delighted to make you the following job offer:

The position we are offering you is that of **Jewellery CAD Designer** with a monthly salary at Rs.10,500. This position reports to **Mr. Maheswaran**.

After training period incentive based on their work efficiency. Salary will be revised after **six months** from their production period starts (15% to 30%) depending upon their efficiency, skill and responsibility.

We would like you to start work from next week of your semester ends. Please report to Mrs.THILAGAVATHI for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **PULLART D'SIGNS** and look forward to working with you.

## **Terms and conditions**

The probationary period of **2years** need to be served by the candidate, after joining the job.

After the probationary term, there must be a 2-month notice period before leaving the position.

Sincerely,

Accepted by, (YUVASREE.C)

# SENTHIL EDUCATIONAL TRUST

#27-A, Narashimma Achari Road, (South), Dharmapuri - 636 701.

School Office : 75028 21888, 75029 21888 | Office : 04342 260842, 261842

**C.Kandasamy, B.Sc.,**  
President,

**K.Dhanasekar, B.Tech.,**  
Secretary,

To

## EMPLOYMENT OFFER LETTER

Dear ~~Mrs~~/Ms/~~Mr~~ ✓ AKHILA. M. AADHAAR NUMBER: \_\_\_\_\_

With reference to your Application and subsequent Interview attended on 09/10/2023, we are happy to inform you that you have been short listed to join Senthil Group of Institutions as Teacher of MATHEMATICS. You will be placed either in Senthil Public School or Senthil Matriculation School. At the time of receiving the appointment order submit your original certificates and the following regulations will be implemented.

### TERMS AND CONDITIONS: ✓

1. The Agreement Period is for two years from 01.04.2023 to the academic year 2024-2025 till end of Board Exams / Annual Promotion Exams of the classes concerned.
2. Your monthly salary will be Rs. 23,000/- (Rupees Twenty Three Thousand Only only).
3. You have to submit all your original certificates i.e., 10<sup>th</sup>, 12<sup>th</sup>, UG, PG, Professional Certificates etc., to the school on your own.
4. You will be under probation for one year from the date of your joining.
5. After executing the Joining Letter, if you don't report for duty as per your joining letter you should pay a sum equal to your six months' salary to the school immediately and only then you will be getting an order of relieving and your original certificates will be returned to you. The school will have a lien on your original certificates, if you fail to pay your six months' salary [Salary fixed in the Appointment Letter x 6 months] to the school.
6. The management is entitled to extend your probation if your performance as Teaching staff / Admin staff is not up to the satisfaction of the school. You should not quit your job during the entire period of academic session mentioned in the Agreement.
  - On successful completion of the probation, your services will be confirmed.
  - After the agreement period, if you want to quit your job in the middle of the second academic year (2024-2025) on any reason what so ever, you should give three months prior notice and should work for that period of three months i.e., from the date of your said three months notice and after its acceptance by the Secretary. If for any reason you quit your job without giving said three months prior notice, (after September, the notice for any reason will not be accepted), then you should pay a sum equal to your six months' salary to the school immediately and only then you will be getting an order of relieving and your original certificates will be returned to you. The school will have a lien on your original certificates, if you fail to pay your six months' salary (Last drawn full month's salary X 6 months) to the school immediately in the event of quitting/leaving/resigning your job without giving three months prior notice to the school and without getting the approval of the Secretary and without working for the period of three months in the school as stated above.
7. During the period of your service in the school, you should not engage in any other trade, business or profession or job or activity.
8. If you quit your job in the middle of the academic session or at the end of the academic session without completing the academic year fully, you need to pay full school fees for your ward(s) if studying in the school.

*Dhanasekar*

Secretary / Correspondent

Senthil Group of Schools

Senthil Public School (CBSE)  
Salem & Dharmapuri

Senthil Matric. Hr. Sec. School  
Adhiyankottai, Dharmapuri

Senthil Matric. Hr. Sec. School  
Dharmapuri Town

# SENTHIL EDUCATIONAL TRUST

#27-A, Narashimma Achari Road, (South), Dharmapuri - 636 701.

School Office : 75028 21888, 75029 21888 | Office : 04342 260842, 261842

**C.Kandasamy, B.Sc.,**  
President,

**K.Dhanasekar, B.Tech.,**  
Secretary,

To

## EMPLOYMENT OFFER LETTER

Dear Mrs/Ms/Mr. **AMRUTHABARSHINI . S** AADHAAR NUMBER: \_\_\_\_\_

With reference to your Application and subsequent Interview attended on **09/01/2023**, we are happy to inform you that you have been short listed to join Senthil Group of Institutions as Teacher of **MATHEMATICS**. You will be placed either in Senthil Public School or Senthil Matriculation School. At the time of receiving the appointment order submit your original certificates and the following regulations will be implemented.

### TERMS AND CONDITIONS:

1. The Agreement Period is for two years from 01.04.2023 to the academic year 2024-2025 till end of Board Exams / Annual Promotion Exams of the classes concerned.
2. Your monthly salary will be Rs. **21,000/-** (Rupees **Twenty one Thousand only** only).
3. You have to submit all your original certificates i.e., 10<sup>th</sup>, 12<sup>th</sup>, UG, PG, Professional Certificates etc., to the school on your own.
4. You will be under probation for one year from the date of your joining.
5. After executing the Joining Letter, if you don't report for duty as per your joining letter you should pay a sum equal to your six months' salary to the school immediately and only then you will be getting an order of relieving and your original certificates will be returned to you. The school will have a lien on your original certificates, if you fail to pay your six months' salary [Salary fixed in the Appointment Letter x 6 months] to the school.
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  - On successful completion of the probation, your services will be confirmed.
  - After the agreement period, if you want to quit your job in the middle of the second academic year (2024-2025) on any reason what so ever, you should give three months prior notice and should work for that period of three months i.e., from the date of your said three months notice and after its acceptance by the Secretary. If for any reason you quit your job without giving said three months prior notice, (after September, the notice for any reason will not be accepted), then you should pay a sum equal to your six months' salary to the school immediately and only then you will be getting an order of relieving and your original certificates will be returned to you. The school will have a lien on your original certificates, if you fail to pay your six months' salary (Last drawn full month's salary X 6 months) to the school immediately in the event of quitting/leaving/resigning your job without giving three months prior notice to the school and without getting the approval of the Secretary and without working for the period of three months in the school as stated above.
7. During the period of your service in the school, you should not engage in any other trade, business or profession or job or activity.
8. If you quit your job in the middle of the academic session or at the end of the academic session without completing the academic year fully, you need to pay full school fees for your ward(s) if studying in the school.

Secretary / Correspondent

**Senthil Group of Schools**

**Senthil Public School (CBSE)**  
Salem & Dharmapuri

**Senthil Matric. Hr. Sec. School**  
Adhiyamankottai, Dharmapuri

**Senthil Matric. Hr. Sec. School**  
Dharmapuri Town



**SENTHIL EDUCATIONAL TRUST**

#27-A, Narashimma Achari Road, (South), Dharmapuri - 636 701.

School Office : 75028 21888, 75029 21888 | Office : 04342 260842, 261842

**C.Kandasamy, B.Sc.,**  
President,**K.Dhanasekar, B.Tech.,**  
Secretary,

To

**EMPLOYMENT OFFER LETTER**Dear Mrs/Ms/Mr. GOKILA. N. AADHAAR NUMBER: \_\_\_\_\_

With reference to your Application and subsequent Interview attended on 09/01/2023 we are happy to inform you that you have been short listed to join Senthil Group of Institutions as Teacher of MATHEMATICS. You will be placed either in Senthil Public School or Senthil Matriculation School. At the time of receiving the appointment order submit your original certificates and the following regulations will be implemented.

**TERMS AND CONDITIONS:**

1. The Agreement Period is for two years from 01.04.2023 to the academic year 2024-2025 till end of Board Exams / Annual Promotion Exams of the classes concerned.
2. Your monthly salary will be Rs. 19,000/- (Rupees Nineteen Thousand only only).
3. You have to submit all your original certificates i.e., 10<sup>th</sup>, 12<sup>th</sup>, UG, PG, Professional Certificates etc., to the school on your own.
4. You will be under probation for one year from the date of your joining.
5. After executing the Joining Letter, if you don't report for duty as per your joining letter you should pay a sum equal to your six months' salary to the school immediately and only then you will be getting an order of relieving and your original certificates will be returned to you. The school will have a lien on your original certificates, if you fail to pay your six months' salary [Salary fixed in the Appointment Letter x 6 months] to the school.
6. The management is entitled to extend your probation if your performance as Teaching staff / Admin staff is not up to the satisfaction of the school. You should not quit your job during the entire period of academic session mentioned in the Agreement.
  - On successful completion of the probation, your services will be confirmed.
  - After the agreement period, if you want to quit your job in the middle of the second academic year (2024-2025) on any reason what so ever, you should give three months prior notice and should work for that period of three months i.e., from the date of your said three months notice and after its acceptance by the Secretary. If for any reason you quit your job without giving said three months prior notice, (after September, the notice for any reason will not be accepted), then you should pay a sum equal to your six months' salary to the school immediately and only then you will be getting an order of relieving and your original certificates will be returned to you. The school will have a lien on your original certificates, if you fail to pay your six months' salary (Last drawn full month's salary X 6 months) to the school immediately in the event of quitting/leaving/resigning your job without giving three months prior notice to the school and without getting the approval of the Secretary and without working for the period of three months in the school as stated above.
7. During the period of your service in the school, you should not engage in any other trade, business or profession or job or activity.
8. If you quit your job in the middle of the academic session or at the end of the academic session without completing the academic year fully, you need to pay full school fees for your ward(s) if studying in the school.

*Deepthi***Secretary / Correspondent****Senthil Group of Schools****Senthil Public School (CBSE)**  
Salem & Dharmapuri**Senthil Matric. Hr. Sec. School**  
Adhiyamankottai, Dharmapuri**Senthil Matric. Hr. Sec. School**  
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**SENTHIL EDUCATIONAL TRUST**

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School Office : 75028 21888, 75029 21888 | Office : 04342 260842, 261842

**C.Kandasamy, B.Sc.,**  
President,**K.Dhanasekar, B.Tech.,**  
Secretary,

To

**EMPLOYMENT OFFER LETTER**Dear Mrs/Ms/Mr. NANDHINI P AADHAAR NUMBER: \_\_\_\_\_

With reference to your Application and subsequent Interview attended on 09.01.2023, we are happy to inform you that you have been short listed to join Senthil Group of Institutions as Teacher of PHYSICS. You will be placed either in Senthil Public School or Senthil Matriculation School. At the time of receiving the appointment order submit your original certificates and the following regulations will be implemented.

**TERMS AND CONDITIONS:**

1. The Agreement Period is for two years from 01.04.2023 to the academic year 2024-2025 till end of Board Exams / Annual Promotion Exams of the classes concerned.
2. Your monthly salary will be Rs. 21,000 (Rupees TWENTY ONE THOUSANDS ONLY, only).
3. You have to submit all your original certificates i.e., 10<sup>th</sup>, 12<sup>th</sup>, UG, PG, Professional Certificates etc., to the school on your own.
4. You will be under probation for one year from the date of your joining.
5. After executing the Joining Letter, if you don't report for duty as per your joining letter you should pay a sum equal to your six months' salary to the school immediately and only then you will be getting an order of relieving and your original certificates will be returned to you. The school will have a lien on your original certificates, if you fail to pay your six months' salary [Salary fixed in the Appointment Letter x 6 months] to the school.
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**Secretary / Correspondent****Senthil Group of Schools****Senthil Public School (CBSE)**  
Salem & Dharmapuri**Senthil Matric. Hr. Sec. School**  
Adhiyamankottai, Dharmapuri**Senthil Matric. Hr. Sec. School**  
Dharmapuri Town

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School Office : 75028 21888, 75029 21888 | Office : 04342 260842, 261842

**C.Kandasamy, B.Sc.,**  
President,**K.Dhanasekar, B.Tech.,**  
Secretary,

To

**EMPLOYMENT OFFER LETTER**Dear Mrs/✓Ms/Mr. SHANMATHI.E AADHAAR NUMBER: \_\_\_\_\_

With reference to your Application and subsequent Interview attended on 09/01/2023 we are happy to inform you that you have been short listed to join Senthil Group of Institutions as Teacher of PHYSICS. You will be placed either in Senthil Public School or Senthil Matriculation School. At the time of receiving the appointment order submit your original certificates and the following regulations will be implemented.

**TERMS AND CONDITIONS:** ✓

1. The Agreement Period is for two years from 01.04.2023 to the academic year 2024-2025 till end of Board Exams / Annual Promotion Exams of the classes concerned.
2. Your monthly salary will be Rs. 21,000/= (Rupees Twenty one Thousand only only).
3. You have to submit all your original certificates i.e., 10<sup>th</sup>, 12<sup>th</sup>, UG, PG, Professional Certificates etc., to the school on your own.
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*Deepthi*

Secretary / Correspondent

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Salem & Dharmapuri**Senthil Matric. Hr. Sec. School**  
Adhiyamankottai, Dharmapuri**Senthil Matric. Hr. Sec. School**  
Dharmapuri Town



## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Agalya R

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers’ is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Akalya.S S

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Akshaya M

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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**Sutherland**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Amirthavarshini V

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Asmitha M

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Bhuvaneshwari M

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Bhuvaneshwari K

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Chakkaravarthini R

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** D.Reena

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Dhanalakshmi M

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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**Sutherland**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Dhivyadharshini.S S

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Divya Bharathi V

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Divya Shree G

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Divyasri S

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Evangeline N

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Gayathri M

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Hannah Glory W

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Hari Priya S

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Ilamadhi G

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** J. Nathiya J

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Jothiga S

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Kanimozhi S

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Kanishka S

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Madhumita M P

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Pavithra M

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** R.Mahalakshmi R

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** R.Ranjani R

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Sahaya Chitra Vinisha J

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear Sajitha S**

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Sangeetha K

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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**Sutherland**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Savitha B

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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**Sutherland**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Savithadevi K

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Shalini N

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Sherin Shifnaaz S

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Shobana K

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Shruthika S A

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear Sneha S**

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Sowmiya M.V

### **Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Sukirtha S

### **Congratulations!!!**

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# Avinashilingam Institute Of Home Science And Higher Secondary For Women- Congratulations to the Selected Candidates FY'23

External

Inbox

S

**Silviya Thankachan**

Tue, Oct  
25, 7:29  
PM

to me, Placement\_engg@avinuty.ac.in

Dear Ms. Sudharani,

Greetings from Sutherland!!!

It was indeed a pleasure conducting the campus drive for your institution . I'm here by mentioning the details of those vibrant minds who have cleared our Voice rounds of interviews & have been shortlisted as an "Associate" . Our Hearty Congratulations to the shortlisted Candidates.

Non voice assessment are yet to be evaluated, will share the results of non-voice after the assessment evaluation. Letter of Intent for the shortlisted candidates will be shared shortly. Thank you again for the great support from the placement team.

1	Abitha	9344704816	<a href="mailto:Abithak137@gmail.com">Abithak137@gmail.com</a>
2	DHANYA	8056426262	<a href="mailto:dhanyamariyam1409@gmail.com">dhanyamariyam1409@gmail.com</a>
3	Varshini	8870471560	<a href="mailto:svvarshiniit@gmail.com">svvarshiniit@gmail.com</a>
4	Ramya	7094320668	<a href="mailto:ramyamohanraj23@gmail.com">ramyamohanraj23@gmail.com</a>
5	Yuvanidha	9600334623	<a href="mailto:20ucs098@avinuty.ac.in">20ucs098@avinuty.ac.in</a>
6	Aarthi	6385569601	<a href="mailto:aarthimurthy2@gmail.com">aarthimurthy2@gmail.com</a>
7	Chandana Devi	9952159617	<a href="mailto:schandanadevi@gmail.com">schandanadevi@gmail.com</a>
8	Atchaya	9080740287	<a href="mailto:atshayagopal05@gmail.com">atshayagopal05@gmail.com</a>
9	Harishini	9597225321	<a href="mailto:harshinialagesan02@gmail.com">harshinialagesan02@gmail.com</a>
10	S Dharshini	6385541013	<a href="mailto:dhharshinisankaran18@gmail.com">dhharshinisankaran18@gmail.com</a>
11	Suji Sankar	8778859652	<a href="mailto:21pba022@avinuty.ac.in">21pba022@avinuty.ac.in</a>
12	Anjana	8531076059	<a href="mailto:anjanarinil660@gmail.com">anjanarinil660@gmail.com</a>
13	N Shamini	9361437448	<a href="mailto:nshamini2002@gmail.com">nshamini2002@gmail.com</a>
14	Kamali	9791278975	<a href="mailto:kamalichandrasekaran10@gmail.com">kamalichandrasekaran10@gmail.com</a>
15	Kaviga	6380843887	<a href="mailto:kavigaravichandran@gmail.com">kavigaravichandran@gmail.com</a>
16	SRIDEVI	8778080396	<a href="mailto:sridevimaheswaran03@gmail.com">sridevimaheswaran03@gmail.com</a>
17	Sweatha	6381931488	<a href="mailto:ssweatha846@gmail.com">ssweatha846@gmail.com</a>

18	Yuvarani	8056769908	<a href="mailto:yuvaranisankarapandian@gmail.com">yuvaranisankarapandian@gmail.com</a>
19	Durganageshwari	9345906568	<a href="mailto:durgavelusamy165@gmail.com">durgavelusamy165@gmail.com</a>
20	Pavithra devi.P	9361812553	<a href="mailto:pavithradevi1984@gmail.com">pavithradevi1984@gmail.com</a>
21	Keerthana.B	6385563429	<a href="mailto:keerthanabelli1@gmail.com">keerthanabelli1@gmail.com</a>
22	Carolyn Devora	7871372127	<a href="mailto:jondeb988@gmail.com">jondeb988@gmail.com</a>
23	Elanila	6385827625	<a href="mailto:nilaarachelvan002@gmail.com">nilaarachelvan002@gmail.com</a>
24	Jinisha	6374262631	<a href="mailto:jinishajini271@gmail.com">jinishajini271@gmail.com</a>
25	Yohidha	6381827627	<a href="mailto:yohikgb@gmail.com">yohikgb@gmail.com</a>

Thanks& Regards,

**Silviya Thankachan**

Talent Acquisition  
SUTHERLAND

E: [silviya.thankachan@sutherlandglobal.com](mailto:silviya.thankachan@sutherlandglobal.com)

To: "placement@avinuty.ac.in" <placement@avinuty.ac.in>

Dear Ms. Sudharani,

Greetings from Sutherland!!!

It was indeed a pleasure conducting the virtual campus drive for your institution . I'm here by attaching the letter of intent and mentioning the details of those vibrant minds who have cleared our Non voice rounds of interviews & have been shortlisted as an "Associate" . Our Hearty Congratulations to the shortlisted Candidates.

S. No.	Stream	First Name	Primary Number	Email ID
1	MCA	Bhuvaneswari	6385781787	<a href="mailto:bhuvikannan2001@gmail.com">bhuvikannan2001@gmail.com</a>
2	MCA	Chakkaravarthini	6383455232	<a href="mailto:chakkaravarthini2018@gmail.com">chakkaravarthini2018@gmail.com</a>
3	MCA	Dhanalakshmi	8270222877	<a href="mailto:mpreethisumathi22@gmail.com">mpreethisumathi22@gmail.com</a>
4	MCA	Evangeline	6379173331	<a href="mailto:evangelineangel1021@gmail.com">evangelineangel1021@gmail.com</a>
5	MCA	Shalini	9360201399	<a href="mailto:akilashalini279@gmail.com">akilashalini279@gmail.com</a>
6	MCA	Vaishnavi	8870910450	<a href="mailto:nvaishnavi206@gmail.com">nvaishnavi206@gmail.com</a>
7	M.A	Hannah Glory	6379383606	<a href="mailto:anithawalter21@gmail.com">anithawalter21@gmail.com</a>
8	HR and Systems	Divya Bharathi	9384461245	<a href="mailto:divyabharathi61245@gmail.com">divyabharathi61245@gmail.com</a>
9	B.Com CA	Sukirtha	8072057707	<a href="mailto:Sukirthashanmugasundaram897@gmail.com">Sukirthashanmugasundaram897@gmail.com</a>
10	B.Com CA	Divya	8248158809	<a href="mailto:divyaguna3012@gmail.com">divyaguna3012@gmail.com</a>
11	BMIE	Agalya	6379378455	<a href="mailto:agalyaravi666@gmail.com">agalyaravi666@gmail.com</a>
12	BMIE	Amirthavarshini	6382774359	<a href="mailto:amirthavengat02@gmail.com">amirthavengat02@gmail.com</a>
13	BMIE	Yuvarani	9003757334	<a href="mailto:yuvaraniarumugam776@gmail.com">yuvaraniarumugam776@gmail.com</a>
14	BMIE	Vinisha	6369405014	<a href="mailto:vinishav52@gmail.com">vinishav52@gmail.com</a>
15	MSc	Divyasri	6238499912	<a href="mailto:dsri19070@gmail.com">dsri19070@gmail.com</a>
16	MSc	Hari Priya	8680070606	<a href="mailto:harieyal09@gmail.com">harieyal09@gmail.com</a>
17	MSc	Savithadevi	6382621106	<a href="mailto:ksavitha426@gmail.com">ksavitha426@gmail.com</a>
18	MSc	Sneha	8825635383	<a href="mailto:snehasanthosh2810@gmail.com">snehasanthosh2810@gmail.com</a>
19	MSc	Swetha	8122771223	<a href="mailto:swethamtr9@gmail.com">swethamtr9@gmail.com</a>
20	MSc	Pavithra	6374021150	<a href="mailto:mpavithramurugesan24@gmail.com">mpavithramurugesan24@gmail.com</a>
21	B.Sc.	Asmitha	9342441932	<a href="mailto:masmitha69@gmail.com">masmitha69@gmail.com</a>
22	B.Sc.	Bhuvaneshwari	9566244743	<a href="mailto:bhuvi06102002@gmail.com">bhuvi06102002@gmail.com</a>

23	B.Sc.	Gayathri	8870802769	<a href="mailto:gayushanthi175@gmail.com">gayushanthi175@gmail.com</a>
24	B.Sc.	Kanimozhi	7010845960	<a href="mailto:kaniselvaraj02@gmail.com">kaniselvaraj02@gmail.com</a>
25	B.Sc.	Sahaya Chitra Vinisha	6369748537	<a href="mailto:sahayachitravinisha@gmail.com">sahayachitravinisha@gmail.com</a>
26	B.Sc.	Sajitha	6379284544	<a href="mailto:saiithasuresh267@gmail.com">saiithasuresh267@gmail.com</a>
27	B.Sc.	Sangeetha	8903271317	<a href="mailto:rohitsangee02@gmail.com">rohitsangee02@gmail.com</a>
28	BCA	Savitha	9361321957	<a href="mailto:savithabalasubramanian8889@gmail.com">savithabalasubramanian8889@gmail.com</a>
29	BCA	Shobana	9042123388	<a href="mailto:shobanakasii@gmail.com">shobanakasii@gmail.com</a>
30	BCA	Shruthika	8637630440	<a href="mailto:shruthikasenthil08@gmail.com">shruthikasenthil08@gmail.com</a>
31	B.Sc	Vishnu Priyaa	7604914128	<a href="mailto:vishnupriyaagunasekaran@gmail.com">vishnupriyaagunasekaran@gmail.com</a>
32	B.Sc	Sowmiya	9384756632	<a href="mailto:m.v.sowmiya4@gmail.com">m.v.sowmiya4@gmail.com</a>
33	B.Com PA	Jothiga	6380591947	<a href="mailto:Jothigasenthil2002@gmail.com">Jothigasenthil2002@gmail.com</a>
34	B.Com PA	J. Nathiya	9025837257	<a href="mailto:nathiyajamsadevi@gmail.com">nathiyajamsadevi@gmail.com</a>
35	B.Com PA	Dhivyadharshini. S	9360897704	<a href="mailto:ddharshini6112dhivya@gmail.com">ddharshini6112dhivya@gmail.com</a>
36	B.Com	R.Mahalakshmi	8870494545	<a href="mailto:r.mahaca2003@gmail.com">r.mahaca2003@gmail.com</a>
37	B.Com	R.Ranjani	6379915203	<a href="mailto:ranjanibcom10@gmail.com">ranjanibcom10@gmail.com</a>
38	M.A	Vidhu	8606521883	<a href="mailto:vidhuramesh21@gmail.com">vidhuramesh21@gmail.com</a>
39	M.A	Akalya.S	9514397456	<a href="mailto:akalyasukumar@gmail.com">akalyasukumar@gmail.com</a>
40	<a href="#">M.SC</a>	Ilamadhi	9489363220	<a href="mailto:ilamadhivkl2001@gmail.com">ilamadhivkl2001@gmail.com</a>
41	<a href="#">M.SC</a>	Madhumita	7397548881	<a href="mailto:madhumithampd@gmail.com">madhumithampd@gmail.com</a>
42	<a href="#">M.SC</a>	Nivedha	8248679269	<a href="mailto:nivedhakannan063@gmail.com">nivedhakannan063@gmail.com</a>
43	HR and System	Sherin Shifnaaz	6374259437	<a href="mailto:sherinshifnaaz@gmail.com">sherinshifnaaz@gmail.com</a>
44	HR & System	Akshaya	9600280353	<a href="mailto:akshayamohan093@gmail.com">akshayamohan093@gmail.com</a>
45	English	D.Reena	9655540603	<a href="mailto:reenadurai23@gmail.com">reenadurai23@gmail.com</a>
46	English	Kanishka	6383530668	<a href="mailto:skanishkani@gmail.com">skanishkani@gmail.com</a>
47		Umamaheshwari	7358995457	<a href="mailto:umakrish1402@gmail.com">umakrish1402@gmail.com</a>
48	English	Yamini	9655585928	<a href="mailto:yamupranu@gmail.com">yamupranu@gmail.com</a>

Thanks& Regards,

**Silviya Thankachan**

Talent Acquisition  
SUTHERLAND

E: [silviya.thankachan@sutherlandglobal.com](mailto:silviya.thankachan@sutherlandglobal.com)

# Avinashilingam Institute Of Home Science And Higher Secondary For Women- Congratulations to the Selected Candidates FY'23

External

Inbox

S

**Silviya Thankachan**

Tue, Oct  
25, 7:29  
PM

to me, Placement\_engg@avinuty.ac.in

Dear Ms. Sudharani,

Greetings from Sutherland!!!

It was indeed a pleasure conducting the campus drive for your institution . I'm here by mentioning the details of those vibrant minds who have cleared our Voice rounds of interviews & have been shortlisted as an "Associate" . Our Hearty Congratulations to the shortlisted Candidates.

Non voice assessment are yet to be evaluated, will share the results of non-voice after the assessment evaluation. Letter of Intent for the shortlisted candidates will be shared shortly. Thank you again for the great support from the placement team.

1	Abitha	9344704816	<a href="mailto:Abithak137@gmail.com">Abithak137@gmail.com</a>
2	DHANYA	8056426262	<a href="mailto:dhanyamariyam1409@gmail.com">dhanyamariyam1409@gmail.com</a>
3	Varshini	8870471560	<a href="mailto:svvarshiniit@gmail.com">svvarshiniit@gmail.com</a>
4	Ramya	7094320668	<a href="mailto:ramyamohanraj23@gmail.com">ramyamohanraj23@gmail.com</a>
5	Yuvanidha	9600334623	<a href="mailto:20ucs098@avinuty.ac.in">20ucs098@avinuty.ac.in</a>
6	Aarthi	6385569601	<a href="mailto:aarthimurthy2@gmail.com">aarthimurthy2@gmail.com</a>
7	Chandana Devi	9952159617	<a href="mailto:schandanadevi@gmail.com">schandanadevi@gmail.com</a>
8	Atchaya	9080740287	<a href="mailto:atshayagopal05@gmail.com">atshayagopal05@gmail.com</a>
9	Harishini	9597225321	<a href="mailto:harshinialagesan02@gmail.com">harshinialagesan02@gmail.com</a>
10	S Dharshini	6385541013	<a href="mailto:dhharshinisankaran18@gmail.com">dhharshinisankaran18@gmail.com</a>
11	Suji Sankar	8778859652	<a href="mailto:21pba022@avinuty.ac.in">21pba022@avinuty.ac.in</a>
12	Anjana	8531076059	<a href="mailto:anjanarinil660@gmail.com">anjanarinil660@gmail.com</a>
13	N Shamini	9361437448	<a href="mailto:nshamini2002@gmail.com">nshamini2002@gmail.com</a>
14	Kamali	9791278975	<a href="mailto:kamalichandrasekaran10@gmail.com">kamalichandrasekaran10@gmail.com</a>
15	Kaviga	6380843887	<a href="mailto:kavigaravichandran@gmail.com">kavigaravichandran@gmail.com</a>
16	SRIDEVI	8778080396	<a href="mailto:sridevimaheswaran03@gmail.com">sridevimaheswaran03@gmail.com</a>
17	Sweatha	6381931488	<a href="mailto:ssweatha846@gmail.com">ssweatha846@gmail.com</a>

18	Yuvarani	8056769908	<a href="mailto:yuvaranisankarapandian@gmail.com">yuvaranisankarapandian@gmail.com</a>
19	Durganageshwari	9345906568	<a href="mailto:durgavelusamy165@gmail.com">durgavelusamy165@gmail.com</a>
20	Pavithra devi.P	9361812553	<a href="mailto:pavithradevi1984@gmail.com">pavithradevi1984@gmail.com</a>
21	Keerthana.B	6385563429	<a href="mailto:keerthanabelli1@gmail.com">keerthanabelli1@gmail.com</a>
22	Carolyn Devora	7871372127	<a href="mailto:jondeb988@gmail.com">jondeb988@gmail.com</a>
23	Elanila	6385827625	<a href="mailto:nilaarachelvan002@gmail.com">nilaarachelvan002@gmail.com</a>
24	Jinisha	6374262631	<a href="mailto:jinishajini271@gmail.com">jinishajini271@gmail.com</a>
25	Yohidha	6381827627	<a href="mailto:yohikgb@gmail.com">yohikgb@gmail.com</a>

Thanks& Regards,

**Silviya Thankachan**

Talent Acquisition  
SUTHERLAND

E: [silviya.thankachan@sutherlandglobal.com](mailto:silviya.thankachan@sutherlandglobal.com)



Silviya Thankachan <Silviya.Thankachan@sutherlandglobal.com>

Mon, Dec 12, 2022 at  
8:25 PM

To: "placement@avinuty.ac.in" <placement@avinuty.ac.in>

Dear Ms. Sudharani,

Greetings from Sutherland!!!

It was indeed a pleasure conducting the virtual campus drive for your institution . I'm here by attaching the letter of intent and mentioning the details of those vibrant minds who have cleared our Non voice rounds of interviews & have been shortlisted as an "Associate" . Our Hearty Congratulations to the shortlisted Candidates.

S. No.	Stream	First Name	Primary Number	Email ID
1	MCA	Bhuvaneswari	6385781787	<a href="mailto:bhuvikannan2001@gmail.com">bhuvikannan2001@gmail.com</a>
2	MCA	Chakkaravarthini	6383455232	<a href="mailto:chakkaravarthini2018@gmail.com">chakkaravarthini2018@gmail.com</a>
3	MCA	Dhanalakshmi	8270222877	<a href="mailto:mpreethisumathi22@gmail.com">mpreethisumathi22@gmail.com</a>
4	MCA	Evangeline	6379173331	<a href="mailto:evangelineangel1021@gmail.com">evangelineangel1021@gmail.com</a>
5	MCA	Shalini	9360201399	<a href="mailto:akilashalini279@gmail.com">akilashalini279@gmail.com</a>
6	MCA	Vaishnavi	8870910450	<a href="mailto:nvaishnavi206@gmail.com">nvaishnavi206@gmail.com</a>
7	M.A	Hannah Glory	6379383606	<a href="mailto:anithawalter21@gmail.com">anithawalter21@gmail.com</a>
8	HR and Systems	Divya Bharathi	9384461245	<a href="mailto:divyabharathi61245@gmail.com">divyabharathi61245@gmail.com</a>
9	B.Com CA	Sukirtha	8072057707	<a href="mailto:Sukirthashanmugasundaram897@gmail.com">Sukirthashanmugasundaram897@gmail.com</a>
10	B.Com CA	Divya	8248158809	<a href="mailto:divyaguna3012@gmail.com">divyaguna3012@gmail.com</a>
11	BMIE	Agalya	6379378455	<a href="mailto:agalyaravi666@gmail.com">agalyaravi666@gmail.com</a>
12	BMIE	Amirthavarshini	6382774359	<a href="mailto:amirthavengat02@gmail.com">amirthavengat02@gmail.com</a>
13	BMIE	Yuvarani	9003757334	<a href="mailto:yuvaraniarumugam776@gmail.com">yuvaraniarumugam776@gmail.com</a>
14	BMIE	Vinisha	6369405014	<a href="mailto:vinishav52@gmail.com">vinishav52@gmail.com</a>
15	MSc	Divyasri	6238499912	<a href="mailto:dsri19070@gmail.com">dsri19070@gmail.com</a>
16	MSc	Hari Priya	8680070606	<a href="mailto:harieyal09@gmail.com">harieyal09@gmail.com</a>
17	MSc	Savithadevi	6382621106	<a href="mailto:ksavitha426@gmail.com">ksavitha426@gmail.com</a>
18	MSc	Sneha	8825635383	<a href="mailto:snehasanthosh2810@gmail.com">snehasanthosh2810@gmail.com</a>
19	MSc	Swetha	8122771223	<a href="mailto:swethamtr9@gmail.com">swethamtr9@gmail.com</a>
20	MSc	Pavithra	6374021150	<a href="mailto:mpavithramurugesan24@gmail.com">mpavithramurugesan24@gmail.com</a>
21	B.Sc.	Asmitha	9342441932	<a href="mailto:masmitha69@gmail.com">masmitha69@gmail.com</a>

22	B.Sc.	Bhuvaneshwari	9566244743	<a href="mailto:bhuvi06102002@gmail.com">bhuvi06102002@gmail.com</a>
23	B.Sc.	Gayathri	8870802769	<a href="mailto:gayushanthi175@gmail.com">gayushanthi175@gmail.com</a>
24	B.Sc.	Kanimozhi	7010845960	<a href="mailto:kaniselvaraj02@gmail.com">kaniselvaraj02@gmail.com</a>
25	B.Sc.	Sahaya Chitra Vinisha	6369748537	<a href="mailto:sahayachitravinisha@gmail.com">sahayachitravinisha@gmail.com</a>
26	B.Sc.	Sajitha	6379284544	<a href="mailto:sajithasuresh267@gmail.com">sajithasuresh267@gmail.com</a>
27	B.Sc.	Sangeetha	8903271317	<a href="mailto:rohitsangee02@gmail.com">rohitsangee02@gmail.com</a>
28	BCA	Savitha	9361321957	<a href="mailto:savithabalasubramanian8889@gmail.com">savithabalasubramanian8889@gmail.com</a>
29	BCA	Shobana	9042123388	<a href="mailto:shobanakasii@gmail.com">shobanakasii@gmail.com</a>
30	BCA	Shruthika	8637630440	<a href="mailto:shruthikasenthil08@gmail.com">shruthikasenthil08@gmail.com</a>
31	B.Sc	Vishnu Priyaa	7604914128	<a href="mailto:vishnupriyaagunasekaran@gmail.com">vishnupriyaagunasekaran@gmail.com</a>
32	B.Sc	Sowmiya	9384756632	<a href="mailto:m.v.sowmiya4@gmail.com">m.v.sowmiya4@gmail.com</a>
33	B.Com PA	Jothiga	6380591947	<a href="mailto:Jothigasenthil2002@gmail.com">Jothigasenthil2002@gmail.com</a>
34	B.Com PA	J. Nathiya	9025837257	<a href="mailto:nathiyajamsadevi@gmail.com">nathiyajamsadevi@gmail.com</a>
35	B.Com PA	Dhivyadharshini. S	9360897704	<a href="mailto:ddharshini6112dhivya@gmail.com">ddharshini6112dhivya@gmail.com</a>
36	B.Com	R.Mahalakshmi	8870494545	<a href="mailto:r.mahaca2003@gmail.com">r.mahaca2003@gmail.com</a>
37	B.Com	R.Ranjani	6379915203	<a href="mailto:ranjanibcom10@gmail.com">ranjanibcom10@gmail.com</a>
38	M.A	Vidhu	8606521883	<a href="mailto:vidhuramesh21@gmail.com">vidhuramesh21@gmail.com</a>
39	M.A	Akalya.S	9514397456	<a href="mailto:akalyasukumar@gmail.com">akalyasukumar@gmail.com</a>
40	<a href="#">M.SC</a>	Ilamadhi	9489363220	<a href="mailto:ilamadhivkl2001@gmail.com">ilamadhivkl2001@gmail.com</a>
41	<a href="#">M.SC</a>	Madhumita	7397548881	<a href="mailto:madhumithampd@gmail.com">madhumithampd@gmail.com</a>
42	<a href="#">M.SC</a>	Nivedha	8248679269	<a href="mailto:nivedhakannan063@gmail.com">nivedhakannan063@gmail.com</a>
43	HR and System	Sherin Shifnaaz	6374259437	<a href="mailto:sherinshifnaaz@gmail.com">sherinshifnaaz@gmail.com</a>
44	HR & System	Akshaya	9600280353	<a href="mailto:akshayamohan093@gmail.com">akshayamohan093@gmail.com</a>
45	English	D.Reena	9655540603	<a href="mailto:reenadurai23@gmail.com">reenadurai23@gmail.com</a>
46	English	Kanishka	6383530668	<a href="mailto:skanishkani@gmail.com">skanishkani@gmail.com</a>
47		Umamaheshwari	7358995457	<a href="mailto:umakrish1402@gmail.com">umakrish1402@gmail.com</a>
48	English	Yamini	9655585928	<a href="mailto:yamupranu@gmail.com">yamupranu@gmail.com</a>

Thanks& Regards,

**Silviya Thankachan**

Talent Acquisition  
SUTHERLAND

E: [silviya.thankachan@sutherlandglobal.com](mailto:silviya.thankachan@sutherlandglobal.com)





## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Swetha T

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers’ is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Umamaheshwari

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Vaishnavi N

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers’ is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

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- 1 Passport size photographs
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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Vidhu R

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers’ is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

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- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Vinisha V

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063





## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Vishnu Priyaa T.G.

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers’ is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months’ pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Yamini J

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## **PROVISIONAL OFFER LETTER**

**College Name:** Avinashilingam Institute Of Home Science And Higher Secondary For Women  
**Date:** 02-December-2022

**Dear** Yuvarani A

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

# TCS BPS Hiring interview - Selected students - Avinashilingam Deemed Univ. for Women, Coimbatore

Inbox

A

**Abdullah K F** <kf.abdullah@tcs.com>

Tue, Mar 28,  
4:01 PM

to me, ChennaiCampus

TCS Confidential

Dear sir/madam,

Greetings from TCS!

Please find the selected list.

Dharani C	B.Com PA SF
Greyce A	B.A.Economics
Karthika M Karthika M	B.A.Economics
M V Sowmiya	B.Sc Physics
Srimanjari Subramaniyan	B.Com PA
Sandhya S	B.Com PA SF
Abreen A S	B.Com CA
Anitha J	B.Sc Physics
Safreena Safreena	B.Com PA SF
Vijayasree C	B.Com PA
Kalaivani Radhakrishnan	B.Com PA SF
Priya Dharshini Ayyasamy	B.Com PA SF
Sneka Sneka	B.Com PA SF
Vaishnavi D	B.Com CA
Sainakshathra U	B.Com PA SF
Sangamithra S	B.Com PA SF
Sangeetha Palaniappan	B.Sc Maths
Karthika A	B.Com
Subi Natchatra S	B.Com
Anukiruthika S	B.Com CA
Ashvathi Rajesh	B.Com PA SF

Pavithra R	B.Sc Maths
Yashika K S	B.Com PA SF
Akshaya Em	B.Sc Maths
Madhumitha K	B.Com CA
Fousiya Sheriff	B.Com
Kamaleswari P	B.Sc Physics
Manjusha J	B.Sc Physics
Renganayagi Shree R	B.Sc Physics
Tanisha G	B.Com PA SF
Kaviya S	B.Com CA
Mahimaa Renushankar	B.Com PA SF
Abinaya Sivasamy	B.Sc Maths



**Offer: Computer Consultancy**

**Ref: TCSL/DT20223152338/Chennai**

**Date: 25/11/2022**

Ms. Lajwanthe R  
32R.S Road,  
Velayuthampalayam,  
Karur-639117,  
Tamil Nadu.  
Tel# 91-8508555055

Dear Lajwanthe R,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**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](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Conditions). 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 ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- 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. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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**Tata Consultancy Services Limited**

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## 1. Basic Cover

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

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

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



## 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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**TCSL/DT20223152338**

**9**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.





(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Lajwanthe R</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Avinashilingam Deemed Univ. For Women, Coimbatore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



career guidance <careerguidanceadu@gmail.com>

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## Fwd: TCS Offer Letter

1 message

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**Priya Venkat** <sudhamarch22@gmail.com>  
To: careerguidanceadu@gmail.com

Fri, Nov 25, 2022 at 9:39 AM

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

From: **TCS Recruitment - Entry Level** <[recruitment.entrylevel@tcs.com](mailto:recruitment.entrylevel@tcs.com)>  
Date: Thu, 24 Nov 2022, 9:02 p.m.  
Subject: TCS Offer Letter  
To: <[sudhamarch22@gmail.com](mailto:sudhamarch22@gmail.com)>

Dear **Shanmugapriya Venkatesan**,

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>.
2. Login to the system using your Login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.  
Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111(toll free) / [ilp.support@tcs.com](mailto:ilp.support@tcs.com)

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

TCS NextStep (<https://nextstep.tcs.com>) can also be accessed from Android and iPhone.

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Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are

not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



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**Offer: Computer Consultancy**

**Ref: TCSL/DT20223164634/Chennai**

**Date: 24/11/2022**

Ms. Sri Sruthi S  
Bs7 Rohini ParkMelur Road,  
Srirangam,  
Tiruchirapalli-620006,  
Tamil Nadu.  
Tel# -

Dear Sri Sruthi 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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**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](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Conditions). 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 ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- 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 ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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



amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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





HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

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

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the **nextstep portal** as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card



## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.



(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Sri Sruthi S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Avinashilingam Deemed Univ. For Women, Coimbatore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## **Confidentiality and IP Terms and Conditions**

### **1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

PROVISIONAL OFFER LETTER

10<sup>th</sup> March 2023  
BLR/ACA/23-24/742

Ms. Smita Daimary,  
Japorigog Near ASEB Silver Water  
Tank 781005

Dear Smita Daimary,

We are pleased to confirm our verbal offer of employment with **The Indian Public School (TIPS) Bangalore Kindercaare**, as "**Kindergarten Teacher**" reporting to "**Coordinator**" beginning on **June 2023**.

- You will be on probation for a period of 3 months, upon completion of which your performance shall be appraised for confirmation further.
- You are required to serve a minimum period of two years with TIPS Globeducate.
- You are required to submit the original copy of the highest degree certificate on the day of collecting the offer letter.
- You are required to undergo a training program for 15days (without pay) in Chennai Campus or Online, the dates of which shall be intimated shortly via Email.
- You are required to undergo professional development trainings on conditional basis and sessions related to grooming and soft skills, as deemed by the organisation from time to time.
- You will be registered for the IGCSE or/and IBDP assessments, if/as applicable as per the TIPS Academic Assessment Programme for the staff.
- You are required to travel to other campuses for any academic or admin audits/ needs as preferred by the management, from time to time.

Your Total Annual Compensation Value shall be **INR 337200 /-** (**Rupees Three Lakh Thirty Seven Thousand Two Hundred Only /-**) which includes a fixed monthly salary, employer's component of PF, transport/ food and accommodation, ESI/medical and life insurance benefits. An appointment letter shall be given to you during the time of joining which shall state your duties and responsibilities during your association with TIPS Globeducate.

Please indicate your acceptance of this offer by signing below. By signing this letter, you acknowledge that this letter sets forth the entire agreement between you and TIPS regarding your employment with TIPS, and fully supersedes any prior agreements or understandings, whether written or oral.

We are excited that you are joining our organization and look forward to having you as part of our **TIPS Globeducate Family!**

Sincerely,



HR Authorized

For The Indian Public School



Head of School Authorized

Understood and Accepted

Smita Daimary

Date:

India Reg Office: **The Indian Public School : 70 Dr Alagappa Road, Tatabad, Coimbatore - 641 012. Ph +91 422-4356966 / 4388977 / 2499719**  
# 78/4/1, Vidya Nidhi, Opposite Manyata Tech Park Gate-1, HBR Layout, Nagawara, Bengaluru -- 560 045. Ph: +91- 7708295959 | 7022622562/63

Andorra | Canada | France | Italy | Malaysia | Portugal | Spain | UK | Bengaluru | Chennai | Coimbatore | Erode | Karur | Kochi | Madurai | Salem | Tirupur | Trichy

**OFFER LETTER**

24<sup>th</sup> February 2023  
HR/CBE/ACA/22-23/706

Ms. Minakshi Medhi,  
17, Ojapara, Near Public Hall, Azara  
Kamrup, Assam - 781018.

Dear Minakshi Medhi,

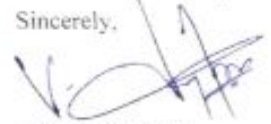
We are pleased to confirm our verbal offer of employment with **The Indian Public School (TIPS) Coimbatore**, as **“Class Teacher”** reporting to **“Coordinator”** beginning on **June 2023**.

- You will be on probation for a period of 3 months, upon completion of which your performance shall be appraised for confirmation further.
- You are required to serve a minimum period of two years with TIPS Globeducate.
- You are required to submit the original copy of the highest degree certificate on the day of collecting the offer letter.
- You are required to undergo a training program for 15 days (without pay) in Coimbatore Campus, the dates of which shall be intimated shortly via Email.
- You are required to undergo professional development trainings on conditional basis and sessions related to grooming and soft skills, as deemed by the organisation from time to time.
- You will be registered for the IGCSE or/and IBDP assessments, if/as applicable as per the TIPS Academic Assessment Programme for the staff.
- You are required to travel to other campuses for any academic or admin audits/ needs as preferred by the management, from time to time.

Your Total Annual Compensation Value shall be **INR 303552/- (Rupees Three Lakhs Three Thousand Five Hundred and Fifty Two Only)** which includes a fixed monthly salary, employer's component of PF, transport/ food and accommodation, ESI / medical insurance and life insurance benefits. An appointment letter shall be given to you during the time of joining which shall state your duties and responsibilities during your association with TIPS Globeducate.

Please indicate your acceptance of this offer by signing below. By signing this letter, you acknowledge that this letter sets forth the entire agreement between you and TIPS Globeducate regarding your employment with TIPS Globeducate, and fully supersedes any prior agreements or understandings, whether written or oral.

We are excited that you are joining our organization and look forward to having you as part of our **TIPS Globeducate Family!**

Sincerely,  
  
HR Authorised

  
Chief Executive Officer

For The Indian Public School  
  
Authorised Signatory  
Understood and Accepted

Minakshi  
Minakshi Medhi

Date: 08/03/2023

The Indian Public School : 193, Sathy Road, S.S.Kulam(p.o.), Coimbatore - 641 107. Ph 0422-2366666

India Reg Office: The Indian Public School : 70 Dr Alagappa Road, Tatabad, Coimbatore - 641 012.  
Ph +91 422-4356966 / 4388977 / 2499719

**OFFER LETTER**

09<sup>th</sup> February 2023  
HR/CBE/ACA/22-23/688

Ms. Juliet Paul,  
H N-47, Sishuram Choudhury Path,  
Kahilipara, Bairavtola, Binovanagar  
Kamrup Assam - 781018.

Dear Juliet Paul,

We are pleased to confirm our verbal offer of employment with **The Indian Public School (TIPS) Coimbatore**, as **"Special Education Teacher"** reporting to **"Coordinator"** beginning on **June 2023**.

- You will be on probation for a period of 3 months, upon completion of which your performance shall be appraised for confirmation further.
- You are required to serve a minimum period of two years with TIPS Globeducate.
- You are required to submit the original copy of the highest degree certificate on the day of collecting the offer letter.
- You are required to undergo a training program for 15 days (without pay) in Coimbatore Campus, the dates of which shall be intimated shortly via Email.
- You are required to undergo professional development trainings on conditional basis and sessions related to grooming and soft skills, as deemed by the organisation from time to time.
- You will be registered for the IGCSE or/and IBDP assessments, if/as applicable as per the TIPS Academic Assessment Programme for the staff.
- You are required to travel to other campuses for any academic or admin audits/ needs as preferred by the management, from time to time.

Your Total Annual Compensation Value shall be **INR 303552/- (Rupees Three Lakhs Three Thousand Five Hundred and Fifty Two Only)** which includes a fixed monthly salary, employer's component of PF, transport/ food and accommodation, ESI / medical insurance and life insurance benefits. An appointment letter shall be given to you during the time of joining which shall state your duties and responsibilities during your association with TIPS Globeducate.


Please indicate your acceptance of this offer by signing below. By signing this letter, you acknowledge that this letter sets forth the entire agreement between you and TIPS Globeducate regarding your employment with TIPS Globeducate, and fully supersedes any prior agreements or understandings, whether written or oral.

We are excited that you are joining our organization and look forward to having you as part of our **TIPS Globeducate Family!**

Sincerely,

  
HR Authorised

For The Indian Public School

  
Authorised Signatory

Understood and Accepted

  
Juliet Paul

Juliet Paul

  
Chief Executive Officer

Date: 24/02/2023

The Indian Public School : 193, Sathy Road, S.S.Kulam(p.o.), Coimbatore - 641 107. Ph 0422-236666

India Reg Office: The Indian Public School : 70 Dr Alagappa Road, Tatabad, Coimbatore - 641 012.  
Ph +91 422-4356966 / 4388977 / 2499719



March 3, 2023

Ms. Namitha S  
Avinashilingam University

**Sub: Offer Letter for a full-time position at Travel Times**

We are delighted to extend this employment offer to **Ms. Namitha S** as a **Customer Experience Executive** with Travel Times India. Your roles and complete scope of responsibilities will be briefed to you upon joining us.

The company will pay you a starting salary at the rate of INR 18,000 per month, post which increment will be based on a periodical performance review based on our internal policies.

If you accept this offer, please email us at the earliest with a confirmation of your scheduled joining date. You will receive fine details of your employment agreement and company policy upon sending your acceptance.

Thank You

Best  
Vignesh  
Travel Times



March 3, 2023

Ms. Madhula P  
Avinashilingam University

**Sub: Offer Letter for a full-time position at Travel Times**

We are delighted to extend this employment offer to **Ms. Madhula P** as a **Customer Experience Executive** with Travel Times India. Your roles and complete scope of responsibilities will be briefed to you upon joining us.

The company will pay you a starting salary at the rate of INR 18,000 per month, post which increment will be based on a periodical performance review based on our internal policies.

If you accept this offer, please email us at the earliest with a confirmation of your scheduled joining date. You will receive fine details of your employment agreement and company policy upon sending your acceptance.

Thank You

Best  
Vignesh  
Travel Times



March 3, 2023

Ms. Kowsalya D  
Avinashilingam University

**Sub: Offer Letter for a full-time position at Travel Times**

We are delighted to extend this employment offer to **Ms. Kowsalya D** as a **Customer Experience Executive** with Travel Times India. Your roles and complete scope of responsibilities will be briefed to you upon joining us.

The company will pay you a starting salary at the rate of INR 18,000 per month, post which increment will be based on a periodical performance review based on our internal policies.

If you accept this offer, please email us at the earliest with a confirmation of your scheduled joining date. You will receive fine details of your employment agreement and company policy upon sending your acceptance.

Thank You

Best  
Vignesh  
Travel Times



March 3, 2023

Ms. Priyanka R  
Avinashilingam University

**Sub: Offer Letter for a full-time position at Travel Times**

We are delighted to extend this employment offer to **Ms. Priyanka R** as a **Customer Experience Executive** with Travel Times India. Your roles and complete scope of responsibilities will be briefed to you upon joining us.

The company will pay you a starting salary at the rate of INR 18,000 per month, post which increment will be based on a periodical performance review based on our internal policies.

If you accept this offer, please email us at the earliest with a confirmation of your scheduled joining date. You will receive fine details of your employment agreement and company policy upon sending your acceptance.

Thank You

Best  
Vignesh  
Travel Times





March 3, 2023

Ms. Priyanka Devi P  
Avinashilingam University

**Sub: Offer Letter for a full-time position at Travel Times**

We are delighted to extend this employment offer to **Ms. Priyanka Devi P** as a **Customer Experience Executive** with Travel Times India. Your roles and complete scope of responsibilities will be briefed to you upon joining us.

The company will pay you a starting salary at the rate of INR 18,000 per month, post which increment will be based on a periodical performance review based on our internal policies.

If you accept this offer, please email us at the earliest with a confirmation of your scheduled joining date. You will receive fine details of your employment agreement and company policy upon sending your acceptance.

Thank You

Best  
Vignesh  
Travel Times

**Confidential**



ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ,  
Outer Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 045

28 December, 2022

Shruthi G  
27, J8, Vinayaka Apartments, Dr. Ambedkar road, Coimbatore, Tamil Nadu 641025  
India

Dear Shruthi,

On behalf of ANZ, I am pleased to offer you the position of Sr Banking Operations Analyst with ANZ Support Services India Pvt Ltd (**ANZ**).

This letter provides you with the information you need to accept this offer and the things you will need to do prior to your commencement with ANZ. You will find enclosed a copy of your employment agreement.

**Accepting ANZ's offer of employment and next steps**

As part of our e-Execution process, you will be asked if you accept the offer and the terms of employment in the employment agreement (including the cover letter and Schedules). We must receive your e-Executed employment agreement electronically within five calendar days from the date of this letter, otherwise this offer may be withdrawn.

Please also bring the following original documents with you for verification on your first day of work:

- India Passport copy is first preference. If you don't have a passport, kindly share Voters Id or Birth certificate or Ration Card.
- PAN and Aadhaar is mandatory
- Copies of all documents relating to your skills, experience and education qualifications, as required by ANZ
- For Non-India citizen/Foreign hires: copies of all visas you have to enable you to work in India.
- One passport size photo
- UAN & Aadhaar link is mandatory & share a copy of the screenshot with your Onboarding team

Please also arrange to:

1. Open a bank account

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If your location does not currently have such a facility, ANZ will assist you in opening a bank account with a preferred bank as determined by ANZ at the relevant time.

2. Provide consent to undergo pre-employment screening

To comply with its legal and regulatory obligations and in accordance with ANZ policy, ANZ may require you to consent to undergo a police record check or other background checks before you commence employment with ANZ.

ANZ may engage the services of an external provider (First Advantage) to conduct these checks. This external provider may contact you prior to your commencement with ANZ to obtain your consent. When you receive this email, log into their website (via personal computer or mobile phone) and complete the online form.

**Please note:** It is a condition of ANZ's offer that you will not be able to commence employment on the proposed date contained in your employment agreement if the above steps for your background checks have not been completed prior to the date. In those circumstances, ANZ may withdraw its offer or change your commencement date.

If you have further questions please contact your line manager or recruitment consultant to talk about any aspects of this offer.

I look forward to welcoming you as part of the team and wish you every success in your new role.

Yours sincerely



Rita Newman

**Tribe Lead, Joiners & Movers**



ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ,  
Outer Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 045

28 December, 2022

Shruthi G  
27, J8, Vinayaka Apartments, Dr. Ambedkar road, Coimbatore, Tamil Nadu 641025  
India

Dear Shruthi,

On behalf of ANZ, I am pleased to offer you the position of Sr Banking Operations Analyst with ANZ Support Services India Pvt Ltd (ANZ).

This letter sets out the terms of your employment, and constitutes your employment agreement with ANZ. If you accept this offer, this agreement will become your only employment agreement with ANZ and will replace all previous employment agreements and understandings between you and ANZ.

#### **1. Position details**

The details of your position with ANZ including your reporting arrangements, work location and the date you will start work in this position are set out in Schedule 1.

You agree to diligently perform the duties and responsibilities that ANZ assigns to you. ANZ may vary these duties and responsibilities at any time.

#### **2. Pay and rewards**

Information about your pay and rewards are contained in Schedule 2.

#### **3. Hours of work**

The number of hours that you agree to work and details of other work arrangements are set out in Schedule 1.

#### **4. Policies, procedures, rules and codes**

Information about the way we work at ANZ is contained in our policies, procedures, rules and codes. You are required to comply with these policies, procedures, rules and codes and it is important that you read and familiarise yourself with them. Our policies are available on the intranet.

These policies, procedures, rules and codes do not form part of your employment agreement and may be varied by ANZ

from time to time at ANZ's discretion.

## **5. Code of conduct and ethics**

ANZ has developed guiding principles and ethical standards which apply to you as an employee of ANZ. These are set out in the Code of Conduct and Ethics and the supporting policy framework. You must act in accordance with these principles and standards at all times.

## **6. Leave**

Your leave entitlements, including annual leave, sick and parental leave are contained in ANZ's policies. ANZ is committed to ensuring that its leave policies comply with at least the minimum legal requirements.

## **7. Ending employment with ANZ**

Schedule 3 sets out the different ways that your employment with ANZ may come to an end and the entitlements and obligations that will apply.

## **8. Conflict of Interest**

Some activities or interests may conflict with your obligations to ANZ. These activities and interests include:

- (a) any outside business interest including non-ANZ work (paid or unpaid), business ventures, directorships, partnerships or a direct or indirect financial interest which has the potential to be in conflict with your employment, the interests of ANZ or ANZ's partners, customers or suppliers; or
- (b) engaging in any activity that might compete directly or indirectly with ANZ Group (in this employment agreement, ANZ Group means ANZ and any related body corporate as defined in the Corporations Act 2001, any joint ventures or partnerships in which ANZ is a participant or any body corporate in which ANZ or a related body corporate of ANZ is a strategic investor or has a strategic equity interest) or might pose a conflict of interest with your employment; or
- (c) having or gaining an interest including a direct or indirect financial interest (for example, ownership of shares or ownership or investment in an outside business), which might pose a conflict of interest with your employment. You must not do any things that may conflict with your obligations to ANZ, no matter how minor they may seem to be, unless you have the prior written approval of ANZ.

You must also disclose any potential conflict of interest to ANZ before you start work and as soon as possible, at any time one arises, during your employment.

## **9. Confidential information**

As a leading and trusted financial institution it is essential that ANZ guarantees the privacy, confidentiality and integrity of its information.

Confidential information is any information about ANZ Group, its customers or its affairs which you obtain after signing your contract of employment or during your employment, unless the information is already available to the public other than as a result of a breach of this clause. Some specific examples of confidential information include information about:

- Customers, including, their names, contact details, financial information and the dealings they have with ANZ Group or the products and services we have supplied to them;
- ANZ's processes, procedures and systems;
- Working documents such as research, strategies, papers, proposals, presentations and financial information.

You must keep secure, and must not disclose or use confidential information except where required as part of your role, or with your line manager's written agreement.

These obligations continue after your employment with ANZ ends.

## **10. Intellectual property**

In the course of your employment you may develop concepts or materials which give rise to intellectual property rights.

You agree:

- that ANZ will own all of these intellectual property rights;
- where applicable, to assign to ANZ any of these intellectual property rights (including any future rights) on a worldwide basis;
- to irrevocably waive any moral rights that you may hold in any materials concepts or ideas you create during your employment with ANZ; and
- to execute any further documents that are required by ANZ to give effect to these obligations.

## **11. Monitoring of ANZ systems**

As a leading global financial institution ANZ has obligations to monitor and report fraud and other irregular activities to regulatory authorities. All ANZ systems and equipment, including employee ANZ bank accounts, are monitored for purposes including the detection and prevention of fraudulent activity. Your communications and access are not private and monitoring may take place for work-related, security or other investigatory purposes. For security purposes ANZ may record such telephone conversations as it may consider appropriate and may access recorded information in the case of a security or other investigation. You should be aware that any private discussions made on these lines may be intercepted and your personal privacy is not guaranteed.

## **12. Repayment of monies**

You acknowledge that, both during your employment and after your employment ends, you have an obligation to repay any employment related amounts you owe to ANZ.

You agree that for all employment related amounts:

- upon request, you will repay any monies mistakenly paid to you by ANZ;
- upon request, you will repay all amounts you owe to ANZ (for example, personal expenses incurred on an ANZ provided credit card or mobile telephone, or amounts owing for ANZ funded study assistance); and
- subject to law, ANZ is authorised to withhold unpaid amounts from monies otherwise owed to you upon termination of employment.

## **13. Pre-employment screening & ongoing screening**

In accordance with its legal and regulatory obligations, and in accordance with ANZ policy, you may be required to

undergo a police record check prior to commencing work with ANZ, or at other times during your employment.

You may also be required to undergo other checks (e.g. bankruptcy checks, sanctions screening, reference checks, etc). ANZ may engage the services of an external provider to conduct these checks.

Your initial and ongoing employment is conditional on ANZ being satisfied that the results of:

- a police record check are compatible with the inherent requirements of your position; and
- any other required background or other checks are to the satisfaction of ANZ (keeping in mind your position and ANZ's role as a financial institution)

ANZ may use any information you provide to conduct reference checks and any other background checks.

Your employment is also conditional upon you holding all necessary visas and meeting all immigration requirements necessary for you to work in India in this position.

If, in the opinion of ANZ, any of your background checks, reference checks or visas are not satisfactory, ANZ may choose not to commence your employment, or where you have already started, to end your employment immediately, with no liability to pay compensation to you.

#### **14. Variations to this employment agreement**

You and ANZ may agree to vary this employment agreement in writing.

In addition, to meet business needs, ANZ may change your position, position title, reporting arrangements, duties and location on giving you reasonable notice. ANZ may also change the various components of your TEC as described in Schedule 2.

Changes to the terms and conditions of your employment will not constitute a termination of your employment, and will not entitle you to any benefits under the ending employment provisions of this employment agreement.

If any changes are made to the terms of your employment, all other terms of this employment agreement will continue to apply to your employment.

#### **15. National (Australian) Privacy Principles and India Privacy Legislation**

In addition to the terms and conditions contained in this employment agreement, the following shall also be applicable:

(a) the National (Australian) Privacy Principles form part of this letter and apply to your employment. You must diligently comply with those principles in performing your duties for ANZ.

(b) India Privacy Laws: The Government of India has notified The Reasonable security practices and procedures and sensitive personal data or information Rules (Privacy Laws).

Privacy Laws provide various obligations on organisations in India. To facilitate your employment, or to comply with statutory or regulatory requirements, ANZ Support Services India Pvt Ltd will collect sensitive personal data or information about you and your dependants from time to time. This includes, without limitation, information relevant to your

employment or your dependants' information such as password, physical, physiological or mental health conditions, medical records, or financial information such as your bank account details.

ANZ Support Services India Pvt Ltd may also be required to collect, transfer, or disclose such information to other ANZ entities (including ANZ Banking Group Limited) and/or to third parties where it is necessary to facilitate your employment. This may include medical practitioners, rehabilitation providers, insurers or other experts, agents and consultants to assist ANZ in relation to your employment.

By accepting this you provide your consent to ANZ Support Services India Pvt Ltd and other entities as above to collect, store, share and use the sensitive personal data or information about you or your dependants.

#### **16. Compliance with applicable laws**

You must strictly comply with all applicable laws including any rules, regulations and guidelines issued by the Reserve Bank of India or the Securities and Exchange Board of India, with regards to customer information, confidentiality, securities trading, etc.

#### **17. Governing law and jurisdiction**

This employment agreement will be governed by, and construed in accordance with, the laws of India.

#### **18. Severability**

If any part of this employment agreement is found to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining parts of the agreement will be severable and enforceable in accordance with their terms, so long as they do not fail their essential purpose. You and ANZ agree to negotiate in good faith to replace any such illegal or unenforceable part with suitable substitute provisions which will maintain as far as possible the purposes and the effect of this offer.

#### **19. True and correct information**

You declare that all information provided by you is true and correct. If any information you have provided is false or misleading in any particular then ANZ shall be at liberty to terminate your employment without notice at its absolute discretion. By accepting this offer, you confirm that you have not been placed on a bond or convicted of any criminal offence.

#### **20. Employment agreement confidentiality**

It is a condition of your employment that you keep the terms of this employment agreement confidential. If you have any questions in relation to these matters you may raise them with your line manager or your recruitment consultant.

#### **21. Consent to Electronic Transmission of Information**

You agree to receive, for your consideration, this employment agreement electronically by accessing the ANZ Careers Portal using your unique user name and password (using single sign on to access SuccessFactors Careers Portal via PeopleHub if you are an existing ANZ employee).



Should you agree to accept the terms and conditions in this employment agreement, you consent to do so by way of e-Execution. This will require you to:

- log into your candidate profile and select your application for the role;
- review the identified letter of offer;
- select the accept option on your online application to confirm that you have read, you have understood and you agree to the terms and conditions in this employment agreement;
- type your first name and surname in the space provided to confirm your identity;
- type date of acceptance; and
- then click on "Submit".

When you meet your Onboarding Specialist, you will also need to sign this employment agreement by way of your handwritten signature.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Rita Newman', is written over a light blue horizontal line.

Rita Newman

**Tribe Lead, Joiners & Movers**

## ***Schedule 1 - Details of position and working arrangements***

### **Position title**

Sr Banking Operations Analyst

### **Classification**

Officer Group 6.1

### **Reporting arrangements**

Bennita Joseph

### **Place of work**

Manyata Embassy Business Park, Outer Ring Road, Near Nagavara, Bengaluru - 560045

### **Commencement date**

13 February, 2023

### **Agreed hours of work**

You agree to work 170 hours per four weekly cycle and any reasonable additional hours you may need to work to effectively perform your role. Your remuneration includes compensation for all hours that you are required to work.

You may be eligible to receive paid overtime or other allowances/payments where you work hours outside of those hours specified above. These allowances/payments will be paid in accordance with ANZ policy.

### **Rostered hours of work**

The days and times you will be required to work these hours and any changes will be advised to you by ANZ.

You may be required to work any shift timing that is required of you by ANZ, including the night shift. Shift times may be subject to change with or without notice. You agree that you will be bound to work shifts as required by ANZ.

### **Suspension**

ANZ may suspend you from performing your duties at ANZ's absolute discretion. An example of where this may occur is if you are subject to an investigation relating to potential breaches of the ANZ Code of Conduct and Ethics (or other ANZ policies, procedures, rules or codes) or if you are subject to an investigation by a regulator.

Generally, you will be suspended with pay. Subject to the laws of your country, ANZ may consider it necessary to suspend you from performing your duties without pay.

## Schedule 2 - Pay and rewards

### Remuneration Rs. (p.a)

#### Basic Salary

- 300,000

#### HRA

- 120,000

#### Provident Fund (ANZ's Company Contribution)\*

- 36,000

#### Flexible Component

- 132,000

#### Lunch Coupons (Sodexo)

- 12,000

#### ESI Contribution \*\*

- n/a

#### Total Employment Cost (TEC)

- 600,000.00

Your TEC is based on the full-time hours. If you are employed part-time, your TEC and any relevant components will be pro-rated based on your part-time hours of work.

You agree that an incremental employer payments/contributions that ANZ may have to incur/remit in order to meet or adapt to regulatory requirements, amendments or changes in interpretation of law, or business needs or due to the subsequent coverage under any social security or other benefit statute, will be adjusted from other existing components in the TEC above, provided always that your overall TEC will remain the same

#### Note:

\*Provident fund: Both you and ANZ will make provident fund contributions required by law. You agree that ANZ may deduct your contribution from your salary and remit it to the Provident Fund on your behalf.

\*\*Employee state insurance (ESI): If you are covered under ESI, both you and ANZ will make ESI contributions as required by law.

In addition to the amounts outlined above, you may receive a statutory bonus and/or Service Weightage Allowance if eligible and as mandated by applicable law.

## **Payment of salary**

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If your location does not currently have such a facility, ANZ will credit your salary to your nominated bank account which is required to be a bank account opened with an ANZ-preferred bank as determined by ANZ at the relevant time.

## **Gratuity**

You will be eligible for gratuity on completion of 4 years of continuous service if you meet the eligibility criteria provided in applicable Indian laws and ANZ policy. Any gratuity will be paid upon termination of employment with ANZ.

## **ANZ Incentive Plan Participation**

You may be eligible to participate in an applicable ANZ incentive plan.

Incentives and other rewards are not guaranteed, they do not form part of your terms and conditions of employment and they are granted at ANZ's discretion and in accordance with all applicable ANZ policies (as varied from time to time) and incentive plan terms (as varied from time to time). ANZ may take into account any matters it considers relevant in determining whether and to what extent any incentives or other rewards are granted, including but not limited to the performance of ANZ, the relevant business, and your individual performance (relative to your peers) and behaviours.

Incentives may be paid in cash, deferred equity, deferred cash, or a combination at ANZ's discretion.

ANZ may change the way in which incentives or rewards are given under the applicable incentive plan at any time, including by changing the ratio of cash to equity, the threshold for cash payments, any applicable performance conditions and the deferral periods.

If you are granted deferred equity or cash as part of your variable reward, any applicable conditions of grant will be provided to you at that time.

ANZ may withhold tax and contributions as required by law (for example, superannuation/pension) from any incentive that is paid to you.

## **Downward Adjustment**

Any deferred remuneration (such as deferred equity and deferred cash) granted to you at any time will be subject to the conditions on which it is granted, including ANZ's discretion to downward adjust or further defer the relevant deferred remuneration. The conditions of grant applicable to each award will be made available to you at or about the time the grant is made.

Where there is a downward adjustment, the relevant deferred remuneration will be immediately and automatically forfeited or will immediately and automatically lapse (as appropriate) and will not thereafter vest or be released, provided or paid.

### ***Schedule 3 - Details on termination of employment***

#### **Probationary period**

A probationary period of 3 months will apply from the commencement date. You or ANZ may terminate your employment during the probationary period with two weeks' written notice.

#### **Resignation**

You may resign from ANZ by giving 2 months written notice (or a shorter period if agreed with ANZ).

#### **Termination on notice**

ANZ may end your employment by giving you 2 months written notice.

You will not be entitled to the notice in this clause if your employment ends:

- (a) during your probation period; or
- (b) for a reason that results in termination without notice.

#### **Payment in lieu of notice**

ANZ may at its sole discretion choose to pay you in lieu of some or all of the notice periods (relating to resignation and termination on notice) set out above.

Any payment in lieu of notice will be calculated on the basis of your TEC (minus the provident fund component).

#### **Duties during notice period**

During a notice period, ANZ may require that you not perform your duties or attend at the workplace or that you perform different duties. You agree to stop communicating with any ANZ Group customers, suppliers, employees and contractors if asked to do so by ANZ. However, you remain an employee of ANZ and bound by the terms of this employment agreement until the end of the notice period.

#### **Termination without notice**

ANZ may end your employment without notice (or payment in lieu) if, in the opinion of ANZ, you engage in unacceptable behaviour that constitutes serious misconduct (including fraud, theft or dishonesty), or if you engage in other conduct that is a serious neglect of duty, or conduct tending to bring yourself, ANZ and/or any of its related corporations into disrepute, or serious breach of any of the terms of this employment agreement or is a material breach of any company policy.

#### **Non-solicitation**

During your employment with ANZ and for 6 months after your employment with ANZ ends you must not (either alone, with or through others) solicit, interfere with or attempt to entice away from ANZ Group:

- any employee of ANZ Group; or
- any customer or client of ANZ Group or any person who was in the habit of dealing with ANZ,

with whom you have had direct or indirect contact or dealings, or knowledge of, during the 12 months before your employment with ANZ ended.

You acknowledge that the restriction is both reasonable and necessary in order to protect the legitimate business interests of ANZ.

Your obligations relating to confidential information continue to operate following the end of this non solicitation period.

### **Return of property**

You will be responsible for the safekeeping of all ANZ property which may be in your use, custody or charge. At any time if requested by ANZ, or when your employment ends, you must return all ANZ Group property to ANZ. You must also return any notes or records (electronic, hard copy or otherwise) made during the course of your employment which contain any information that is confidential to ANZ Group.

### **Notice requirements**

Notice of termination provided by you or ANZ must be in writing.

Where notice is provided to you by ANZ, notice must be either delivered to you personally or delivered by registered post or courier to you at your home address last known to ANZ.

Where it is not practicable to deliver the notice as above, ANZ may serve you such notice electronically.

Where you are providing notice to ANZ, such notice must be in writing and must be either delivered in person or by registered post or courier to your line manager (or acting line manager).

Where it is not practicable to deliver the notice as above, you may serve such notice on your line manager or acting line manager electronically.

### **Company Provided Transit Accommodation**

ANZ will provide accommodation for you and your immediate family in a serviced apartment at ANZ's expense for a period of up to 15 days, or at your request and with Business Unit Head approval, for up to 30 days, when you first arrive in Bangaluru.

The cost incurred to staying in the accommodation beyond 15 days will be taxed as part of your personal income according to the Income Tax Act 1961. You agree that any tax amount arising in these circumstances will be payable to you.

# Avantor-Campus Recruitment -Bridge Program'23

External

Inbox

V

**Vikramvarma Ravi** <[Vikramvarma.Ravi@avantorsciences.com](mailto:Vikramvarma.Ravi@avantorsciences.com)> Wed, Mar 1, 5:45 PM

to me, Vikas, Ashwin

Dear Sudha,

Greetings from Avantor!!!

We would like to thank you & your esteemed institution for partnering with us over the years. Our partnership has paved ways for some of the best talents to kickstart their career with A Global Leader in the Life Sciences Space-Avantor. We are equally pleased to have found some of the best minds that any organization would want to over the years.

Please find the below list of shortlisted candidates.

S.No	Name	Mail Id	Qualification
1	Shrisowndarya	<a href="mailto:shrisowndarya@gmail.com">shrisowndarya@gmail.com</a>	Biomedical
2	Kani Mozhi M	<a href="mailto:kanimozhi65371@gmail.com">kanimozhi65371@gmail.com</a>	Food Science and Nutrition
3	Monika sri S	<a href="mailto:monikasenthil138@gmail.com">monikasenthil138@gmail.com</a>	Food Science and Nutrition
4	Kaviyashree.S	<a href="mailto:kaviyashree03@gmail.com">kaviyashree03@gmail.com</a>	Food Science and Nutrition
5	Sainakshathra U	<a href="mailto:sainakshudhay@gmail.com">sainakshudhay@gmail.com</a>	B. Com PA
6	Sree dharsha V	<a href="mailto:sreedharsha1122@gmail.com">sreedharsha1122@gmail.com</a>	Commerce
7	Nishalini T	<a href="mailto:nishalinithiagarajan@gmail.com">nishalinithiagarajan@gmail.com</a>	B.Sc.Information Technology
8	Kavya.S.M	<a href="mailto:kavyakavya26193@gmail.com">kavyakavya26193@gmail.com</a>	Biomedical Instrumentation Engineering
9	NOWSHIKA B	<a href="mailto:nowshika8989@gmail.com">nowshika8989@gmail.com</a>	Biomedical Instrumentation Engineering
10	V.Ushanandhini	<a href="mailto:ushavanam103@gmail.com">ushavanam103@gmail.com</a>	Biomedical
11	Nivedha K	<a href="mailto:nivedhakannan063@gmail.com">nivedhakannan063@gmail.com</a>	M.Sc
12	Haritha KS	<a href="mailto:haritha1813@gmail.com">haritha1813@gmail.com</a>	B.Com
13	G Akilashri	<a href="mailto:akilasree0210@gmail.com">akilasree0210@gmail.com</a>	B.Com
14	SRIDEVI S	<a href="mailto:sriselvaraj03@gmail.com">sriselvaraj03@gmail.com</a>	Bcom
15	Kirthika.R	<a href="mailto:kirthikaramesh29@gmail.com">kirthikaramesh29@gmail.com</a>	B.Com
16	R. Sai Amirtha	<a href="mailto:amir.sairavikumar@gmail.com">amir.sairavikumar@gmail.com</a>	M.Com

Thanks and Regards,

Vikram Varma Ravi  
HR Talent Acquisition

VWR Lab Products Pvt Ltd  
Rathinam Techno Park

Eachanari, Coimbatore-641 021

[vikramvarma.ravi@avantosciences.com](mailto:vikramvarma.ravi@avantosciences.com)  
[settingscienceinmotion.com](http://settingscienceinmotion.com)



**AD, Lavanya**

Sat, Jun 10, 11:01 PM  
(4 days ago)

to me

Hi Ma'am,

We'd like to heartily congratulate the below candidate who has been selected for a full time Mainframe developer role with BNY Mellon. We will get back on her offer process soon. Please cascade this information to the candidate.

Full Name	Email ID	Contact	College ID
Veenaloshini U	<a href="mailto:veenaloshini2001@gmail.com">veenaloshini2001@gmail.com</a>	8778975414	19126ueo46

Please note: The status of candidates pending for interview process will be shared with you shortly.

**BNY Mellon | The People Team | *People centered. Future focused.***

Lavanya AD (she/her/hers) | India Campus Recruiting & Early Career Programs

[www.bnymellon.com/campus](http://www.bnymellon.com/campus) | [BNY Mellon](#)

*I value flexible hours. I may be sending this message outside of regular working hours because it fits my business needs. However, I don't expect that you will read, respond to, or act on it outside of your own regular working hours.*

**AD, Lavanya <Lavanya.AD@bnymellon.com>**

Sat, Jul 15,  
3:26 PM

to me

Hello Maám,

Greetings from Bank of New York Mellon!

Below candidates have been shortlisted for a full-time mainframe developer role with BNY Mellon. Hearty Congratulations to all the selected candidates!

S.No	Joining Location	Name of hire	Email ID	Phone no.	Qualification	Branch
1	Chennai	Narmatha R	<a href="mailto:narmathajravi@gmail.com">narmathajravi@gmail.com</a>	9080230653	B.E	CSE
2	Chennai	Vishnu Priya A K	<a href="mailto:vishnupriya1452@gmail.com">vishnupriya1452@gmail.com</a>	9150604024	B.E	CSE

**BNY Mellon | The People Team | *People centered. Future focused.***

Lavanya AD (she/her/hers) | India Campus Recruiting & Early Career Programs

[www.bnymellon.com/campus](http://www.bnymellon.com/campus) | [BNY Mellon](#)

*I value flexible hours. I may be sending this message outside of regular working hours because it fits my business needs. However, I don't expect that you will read, respond to, or act on it outside of your own regular working hours.*

**Vignesh HR <recruitment@bullmachine.in>**

Wed, Jan 18,  
9:29 AM

to me, hrmanager, Bull, crm

Dear Mam,

We have select following candidates,

1. Vaishnavi

2. Pavithra

Kindly ask them both to report to Plant 1 on 23/01/2023 - 9:00 AM.

Thanks,

Vignesh D

# Final selected list of student

External

Inbox

f

**ZANNATHUL FIRTHOUS** <fzannathul@chcgroup.in>

Sun, Jan 15,  
3:33 PM

to me, Rajesh

Dear Sudharani,

Kindly find the list of Selected student ...

Deepika.M
Kapila. R
Kausalya. R
Keerthi abirami. M
Shrisowndarya. R. P
Ushanandhini. V
Kadeeja begum M
Sajitha.V
J.Gracesuganthi

Sincerely,

**Zannathul Firthous**

Executive – TAM

Mobile : +91 96259 26897

Landline: +91 0427 2445536 | Ext:22

Skype : [fzannathul@chcgroup.in](mailto:fzannathul@chcgroup.in)

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Corporate office:

26/1 CHC House

East Patel Nagar, New Delhi

110 008, India

# Cognizant campus hiring 2023 | Final interview results

Inbox

N

Nancy.TP@cognizant.com

Mon, Sep 19,  
5:46 PM

Dear Professor,

Greetings from Cognizant!

As we conclude Campus Hiring 2023, we are happy to share the **final and consolidated set of the most awaited results for interviews** conducted for **GenC and GenC Elevate hiring categories**.

Our **heartiest congratulations** to the selected candidates on their stellar performance. We look forward to welcoming them into the Cognizant fraternity.

We would like to extend our gratitude to you for your collaboration in our virtual recruitment process. Your support helped us make it a success. We truly appreciate the partnership between Cognizant and your esteemed institution, which has helped candidates identify their place with us, as we engineer modern businesses to improve everyday life.

Please find the final results attached herewith for your college.

**Note:** Few of the selected candidates will receive a mandatory self-learning module and assessment, based on their performance in the Communication Assessment. Completion of this would be mandatory prior to joining Cognizant as full time employees.

Important:

- The LOI (Letter of Intent) will be released to the selected candidates **post 25<sup>th</sup> Sep**. Acceptance of LOI within the timeline mentioned will only be considered as the offer acceptance & we will keep you updated on the progress
- At any point in time, if the self-profile declared by the student during the registration process is found to be false or if the student is found to have indulged in any sort of malpractice at any stage, this confirmation will be withdrawn
- The selected candidates are subject to internal audit process. In case, any observation is found to be inappropriate, it will lead to a withdrawal of the selection

We look forward to our continued association!

For further queries, please contact [Surya.S3@cognizant.com](mailto:Surya.S3@cognizant.com)

**Regards,**  
**Human Resources – GenC**

<b>S.No</b>	<b>Name of the Student</b>	<b>Department</b>
1.	Pooja.G	MCA
2.	Yuvedha T	B.E CSE
3.	Karishma B	B.E ECE
4.	Heena Shanawaz	B.E ECE
5.	Sri Harshini	B.E CSE
6.	Divya Dharshini	B.E BMIE

## Student updated namelist attending interview on 6th May 2023.

---

Lokesh Chinraju <lokesh.chinraju@corrohealth.com>

Wed, May 10, 2023 at  
11:36 AM

To: "aduplacement@gmail.com" <aduplacement@gmail.com>

Hi Sudha,

As discussed, PFB trail mail for your reference.

Warm Regards,

LOKESH K C

Sr. Team Lead – TALENT ACQUISITION

C: 893-920-7603

[lokesh.chinraju@corrohealth.com](mailto:lokesh.chinraju@corrohealth.com)

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

**From:** Abinaya Godwin <[abinaya.godwin@corrohealth.com](mailto:abinaya.godwin@corrohealth.com)>

**Sent:** Saturday, May 6, 2023 4:26 PM

**To:** Lokesh Chinraju <[lokesh.chinraju@corrohealth.com](mailto:lokesh.chinraju@corrohealth.com)>

**Cc:** Vimalkumar Rajaprabhakaran

<[Vimalkumar.Rajaprabhakaran@corrohealth.com](mailto:Vimalkumar.Rajaprabhakaran@corrohealth.com)>

**Subject:** Re: Student updated namelist attending interview on 6th May 2023.

Hi Lokesh,

Find the below Status.

**Snapshot:**

Select = 12
Reject = 3
Not Okay with the night shift = 01
Not turn up for the interview = 10
Total = 26

**Raw Data:**

S.No	Name	Email ID	Contact No	10%	12%	UG %	PG %	Department	Status
1	Ashwanthini. A	ashadhi2000@gmail.com	8300742429	87	77	80	80	M.Sc FSMD	Select
2	Indhumathi A	indhumathianandan18@gmail.com	9655946994	95	91	80	82	M.Sc FSMD	Not turn up for the interview
3	Anushiyadevi .R	anushiyadevi@gmail.com	6385637313	94	70.3	73	77	M.Sc FSMD	Select
4	Aathithya.S	athithyas2001@gmail.com	8270267242	94	75.3	83	82	M.Sc FSMD	Select
5	Nigila S	nigilasakthivel18@gmail.com	9003597745	87	73	88	82	M.Sc FSMD	Not turn up for the interview
6	bharathi j.s	bharathi250601@gmail.com	6382521589	92	71	89	80	M.Sc FSMD	Reject
7	Pavithra	shreepavi0023@gmail.com	9025317913	95	72	87	80	M.Sc FSMD	Select
8	Ponshanmuga priya N	ponshanmugapriya@gmail.com	8248774684	98	80	80	80	M.Sc FSMD	Select
9	Yogeshwari. M	yogeshwarimarimut hu2001@gmail.com	8524929686	95	74	79	80	M.Sc FSMD	Select
10	Nityashree.N	nityashreen307@gmail.com	9087319383	95	77.5	82	82.9	M.Sc FSMD	Select
11	Sharumathi.R .K	sharumathikumar28@gmail.com	9489193354	82	75	76	80	M.Sc FSMD	Not turn up for the interview
12	Ramyadevi G	deviramya954@gmail.com	7904085390	92.2	83.5	77	80	M.Sc BioChemistry	Not turn up for the interview
13	Ranjanipriya	ranjanipriya2610@	7010870690	90.6	80.9	82	80	M.Sc	Not turn up for



	K	gmail.com			1			BioChemistry	the interview
14	Sathya Priya B	ssathyabalasubramanian@gmail.com	9500472474	92.8	73.5	72.8	80	M.Sc BioChemistry	Not turn up for the interview
15	Karthika S	skarthika0007@gmail.com	9791846675	89	70	84	80	M.Sc BioChemistry	Not turn up for the interview
16	Sowmeya D	sowmeya1911@gmail.com_	8056765177	94.80%	76.50%	74.40%		B.Sc FSN	Select
17	Priscilla.S	priscillareuban@gmail.com_	9843619424	96%	78%	80.64%		B.Sc FSN	Select
18	Sanjanarani. R	sanjanarani060@gmail.com	6369762512	85.8	77.8	78.5		B.Sc FSN	Reject
19	Sanjithalakshmi R	sanjithalakshmi06@gmail.com	8838966961	76.20%	73.50%	79.22%		B.Sc FSN	Select
20	Venisha G	venishaganeshapandi@gmail.com	9361931327	79%	80%	79.27%		B.Sc FSN	Reject
21	Shobiya. S	Shobiyashanmugam@gmail.com	9159936439	0.886	0.785	0.78		B.Sc BCBT	Not Okay with the night shift
22	S.Gayathri	gayathri00333@gmail.com_	6381408801	90.6	72.6	82		B.Sc BCBT	Select
23	M. Keerthiga	7695870928	keerthigamanoharaj@gmail.com	88	71.6	75		B.Sc BCBT	Not turn up for the interview
24	K.Shiny	shinykannan8@gmail.com	7708425958	75	77	89	76	M.Sc FSN	Not turn up for the interview
25	AmrithaS	amrithaa407@gmail.com_	9597355620	89	75	80		M.Sc FSN	Not turn up for the interview
26	S.Pradeepa	pradeepavpm@gmail.com	6383854448	94.6	86	79.6	82	M.Sc FSN	Select

Thanks & Regards,

Abinaya

Contact: 9150375647

[abinaya.godwin@corrohealth.com](mailto:abinaya.godwin@corrohealth.com)

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



# cotiviti Results

Inbox



**PLACEMENT psgcas <placement@psgcas.ac.in>**

Fri, Mar 3,  
2:18 PM

to bcc: me

Dear Sir / Madam,

Please find the below-selected candidates from COTIVITI drive and the students will get offer letter post the document verification.

Please note: We have shared document mailers with the candidates, please inform them to share on top priority for releasing the offer letters.

S No	Name	Email	Phone	Dob	Status
1.	Kavya S M	<a href="mailto:kavyakavya26193@gmail.com">kavyakavya26193@gmail.com</a>	91-9361256574	Jul-8-2001	Selected
2.	Akalya Bai	<a href="mailto:akalya1652001@gmail.com">akalya1652001@gmail.com</a>	91-6383968836	May-16-2001	Selected
3.	Madhumitha S	<a href="mailto:madhumitha20112000@gmail.com">madhumitha20112000@gmail.com</a>	91-8124223844	Nov-20-2000	Selected

Thanks and Regards,



**N M Mohan Kumar**

Placement Officer

Branding & Corporate Communication

PSG Institutions, Coimbatore - 641004

9944068013, 9500402691 & 0422-4303777

## List of selects - CTAS

External

Inbox



**Padma Jayaraman** <Padma.Jayaraman@movate.com> Sun, Jan 29, 8:47 PM  
(2 days ago)

to me, Sri

Dear Madam,

Please find the list of selected students from your college. Offer letters have been sent to the directly. Kindly support us in getting the offer letter acceptance.

<b>Kanishka.A</b>	<a href="mailto:kanidharshu2016@gmail.com">kanidharshu2016@gmail.com</a>	7449012070	CTAS
<b>Mahimaa.R</b>	<a href="mailto:mahimaarenushankar@gmail.com">mahimaarenushankar@gmail.com</a>	9944733238	CTAS

Regards,

Padma

<https://www.csscorp.com/email-disclaimer>

# Confirmation of Verbal Offers || Avinashilingam Institute for Home Science and Higher Education for Women

External  
Inbox

D

Das, Piyush <piyudas@deloitte.com>

Tue, Jan  
24,  
5:38 PM

to me, Kanchan, Shiva, USI

Deloitte Consulting | January 2023

## Shortlisted candidates Confirmation

Dear Team,

Thank you for participating in the 2023 Campus Recruitment by Deloitte Consulting.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the **5 offers for Consulting** communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 27<sup>th</sup> January 2023.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel

free to write to us if you have any questions.

Please reach out to us if you have any queries.

Best regards,

**Campus Team**

1.	Harshawarthini S	B.Sc IT
2.	Sathiyabanu S	B.Sc IT
3.	Shobhikaa G	B.Sc IT
4.	G priyadharsini Govindaraj	BCA SF
5.	Sweatha R	BCA SF



## E.T. Tours & Travels



05.06.2023

To  
Miss.Dharshini  
6 A, Subbaiya Layout,  
Thiruvalluvar Nagar,  
Ramanathapuram,  
Coimbatore-641045

Dear Miss.Dharshini,


With reference to your application and subsequent interview with us, we are pleased to appoint you as **Domestic tour Operator** in this organization.

The conditions being:

1. Probation for 6 months
2. Confirmation of job will be based on your performance
3. Revision of salary, PF, ESI and Medic claims are based on the performance only.
4. You will have to sign an agreement that you will serve for minimum 2 years after this Training period.
5. Leave entitlement is as per company's norm.

As a mark of acceptance please return the agreement copy with your signature appended.

**WISHING YOU THE VERY BEST IN YOUR NEW ASSIGNMENT.**

  
C. Vishnu Vasanth Kumar  
Partner

32-A/1, Bashyakaralu Road, R.S.Puram, Coimbatore - 641 002. Phone : +91-422-4500600  
Email : info@emperortraveline.com

# Episource-PSG College Campus Drive 24th March 2023 - Results

Inbox



**PLACEMENT psgcas** <placement@psgcas.ac.in>

Mon, Apr 3,  
3:25 PM

to me, HR, VKalaigandhi

Dear Sir / Madam,

Greetings from Optum Health & Technology Private Limited (Episource)!!

We are glad to share the selection with you and would like to continue this relationship in all the years to come. Please find the list of selected students.

Congratulations to all!!

S.No	Name	Primary Email	Degree	Final College
1K	Ranjani Priya	<a href="mailto:ranjanipriya2610@gmail.com">ranjanipriya2610@gmail.com</a>	M.Sc. Bio Chemistry	Avinashilingam University for Women
2	Monika Sri S	<a href="mailto:monikasenthil138@gmail.com">monikasenthil138@gmail.com</a>	M.Sc. Food science and Nutrition	Avinashilingam University for Women
3	Elamathi S	<a href="mailto:elamathisankar2000@gmail.com">elamathisankar2000@gmail.com</a>	M.Sc. Food and Nutrition Biotechnology	Avinashilingam University for Women
4S	Kaviyashree	<a href="mailto:kaviyashree03@gmail.com">kaviyashree03@gmail.com</a>	M.Sc. Food and Nutrition Biotechnology	Avinashilingam University for Women
5M	Kani Mozhi	<a href="mailto:kanimozhi65371@gmail.com">kanimozhi65371@gmail.com</a>	M.Sc. Food and Nutrition Biotechnology	Avinashilingam University for Women
6	Sandhiya S	<a href="mailto:premsandhiyas@gmail.com">premsandhiyas@gmail.com</a>	M.Sc. Food and Nutrition Biotechnology	Avinashilingam University for Women
7	Pooja Ravikumar	<a href="mailto:poojaravikumar8820@gmail.com">poojaravikumar8820@gmail.com</a>	M.Sc. Bio Chemistry	Avinashilingam University for Women
8R	Pushparekha	<a href="mailto:rekharekha3119@gmail.com">rekharekha3119@gmail.com</a>	M.Sc. Bio Chemistry	Avinashilingam University for Women

Thanks and Regards,





**FACE Recruitments** <recruitment@faceprep.in>

Fri, Mar 31,  
3:06 PM

to me

Dear Sir,

Greetings from FACE Prep!

PFB, the list of selected candidates for the role of **Associate Trainer**.

Name	Mail ID	Degree	Department	Contact number
Harshini	<a href="mailto:janarthanharshini@gmail.com">janarthanharshini@gmail.com</a>	Bsc	Computer Science	6383658835
Nivetha	<a href="mailto:niviimuthukumar13@gmail.com">niviimuthukumar13@gmail.com</a>	UG	BA Economics	8110056565
Bhuvaneshwari M	<a href="mailto:bhuvi06102002@gmail.com">bhuvi06102002@gmail.com</a>	Bsc	Computer Science	9566244743
Gayathri M	<a href="mailto:gayushanthi175@gmail.com">gayushanthi175@gmail.com</a>	Bsc	Computer Science	8870802769
SAFANA M Y	<a href="mailto:safanayacoob0@gmail.com">safanayacoob0@gmail.com</a>	B com(CA)	Commerce with computer applications	6381238030
Lakshmi.M	<a href="mailto:lakshmim9789421345@gmail.com">lakshmim9789421345@gmail.com</a>	Bsc	Computer Science	9789421345
Gokila.N	<a href="mailto:gokilarayanamasamy2001@gmail.com">gokilarayanamasamy2001@gmail.com</a>	Master's	Mathematics	9659421823
Shobana R	<a href="mailto:shobanaram3346@gmail.com">shobanaram3346@gmail.com</a>	Bsc	Information technology	9655138015
R.kannika	<a href="mailto:ramankannika2212@gmail.com">ramankannika2212@gmail.com</a>	Bsc	Computer science	9361143441
Bala Gayathri	<a href="mailto:balagayathri863@gmail.com">balagayathri863@gmail.com</a>	UG	Computer science	8524957245
Keerthana B	<a href="mailto:keerthanavelavan0501@gmail.com">keerthanavelavan0501@gmail.com</a>	Bsc	Information Technology	8220640501
Krishna Nivetha V M	<a href="mailto:krishnanivethait@gmail.com">krishnanivethait@gmail.com</a>	Bsc	Information Technology	9952892233

Their joining date will be on **5th June, 2023**.  
Offer letters will be shared to the candidates shortly.

**Best Regards,**

**Shree Pathy Ayyappan V**

**HR Team**



12, Lakshmi Nagar, Avinashi Road, Coimbatore - 641014

| **Tel:** 9597523700 8760079937 | **Email:** [recruitment@faceprep.in](mailto:recruitment@faceprep.in) | **Web site:** [www.faceprep.in](http://www.faceprep.in)

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Re: Focus Edumatics | Campus drive Results| Avinashilingam university

External

Inbox



Ajith kumar <ajithkumar.s@focusedumatics.com>

Fri, Mar 3,  
10:45 AM

to me

Dear Mrs.Sudharani,

We are happy to inform you that we have shortlisted and selected 119 students for the position of Online tutor with the CTC of 2.52 LPA in the campus drive which held on 2/7/2023 and 122 students were shortlisted for the position of Online tutor on 2/7/2023. Thanks for accommodating us in your college premises.

**With regards**

Ajith Kumar S

Assistant Manager,

Human Resource and Recruitment.

Focus Edumatics Pvt. Ltd.

Coimbatore, Tamilnadu

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

1.	Rasika R	B.Sc FSMD
2.	Aysha Nilofer.R	B.Sc FSMD
3.	M.V.SOWMIYA	B.Sc Physics
4.	Dharshini.S	B.Sc Physics
5.	Arul Hepzi Beulah A	B.Sc IT
6.	Swetha R	B.ScFSMD
7.	Anusha.N	B.ScFSMD

8.	Faheema Banu. A	B.Sc Psychology
9.	Sreenila Adhera C	B.Sc FSMD
10.	Harishma V M	B.Sc FSMD
11.	Sharmi Shalome M	B.Sc IT
12.	Dharshini V S	B.Sc FSMD
13.	S.Kaviya	B.Sc Physics
14.	Nikitha.D	B.Sc FSMD
15.	Nandhini Y	B.Voc AI & ML
16.	Gobika S	B.Voc AI & ML
17.	Lakshmi priya N	B.Sc IT
18.	Divya Bharathi L	B.Sc Psychology
19.	Priyanka B	B.Sc IT
20.	Tarunika.J	B.Sc IT
21.	Durka S	B.Sc BCBT
22.	Sharmila S	B.Sc IT
23.	Karthika V	B.Sc Psychology
24.	M.Sudharshini	B.Sc IT
25.	Subiksha T	B.Sc IT
26.	Y NAFISA KHULSUM	B.Sc BCBT
27.	Faisza Fathima M S	B.Sc BCBT
28.	VASUKI	B.Voc AI & ML
29.	Navaneetha.C	B.Sc FSMD
30.	Karthika. M	B.Sc FSMD
31.	E. Dharshini	B.Sc IT
32.	Revathi K	B.Sc IT
33.	A.Dharani	B.Sc Chemistry
34.	Rathna A	MCA
35.	Rithanya Dharshina S	B.Sc Psychology
36.	Rajyapriya	B.Voc AI & ML
37.	SARULATHA k	B.Sc IT
38.	Anitha.J	B.Sc Physics
39.	Vishnu Priya D	B.Sc IT
40.	M. Sivaranjani	B.Sc Physics
41.	M.Sri Andal Bharathi	B.Sc FSMD
42.	Archana A	B.Sc IT
43.	Boomika R	B.Sc Physics
44.	Pavithra.P	M.Sc FSMD
45.	Sangavi V V	B.Sc IT
46.	Nivetha.T.S	M.Sc FSN
47.	Vanisree.M	B.Sc IT
48.	V.Suvetha	MCA

49.	Chakkaravarthini R	MCA
50.	Krishna Nivetha V M	B.Sc IT
51.	Sathya K	MCA
52.	S. Aathithya	M.Sc FSMD
53.	Sandhiya S	M.Sc FSN
54.	Pooja Sri Saraswathi A	MCA
55.	Akshayadevi L	M.Sc HD
56.	Safeera A	B.A Economics
57.	Nishalini T	B.Sc IT
58.	Kani Mozhi M	M.Sc FSN
59.	S.Gayathri	B.Sc BCBT
60.	MALAVIGA S	B.Sc Chemistry
61.	Mangaleswari M	M.Sc HD
62.	Vaishnavi R K	M.Sc Zoology
63.	Sairakshaa. S	M.Sc FSN
64.	Kaviyashree.S	M.Sc FSN
65.	Gomathi M	M.Sc Zoology
66.	Sneha R	B.A Economics
67.	Dhatchayani S	IT
68.	Saranya	AI & ML
69.	Srinithi.S	M.Sc Chemistry
70.	Kiruthika.S	MCA
71.	SREESUDHA K	M.Sc HD
72.	Tharani	B.Sc CS
73.	Reeba.N	M.Sc Chemistry
74.	Kamalini D	MCA
75.	Sherine Georgina Victoria	B.Sc Psychology
76.	R. Anushiyadevi	M.Sc FSMD
77.	K. Bhuvaneshwari	MCA
78.	Sovya S	M.Sc BioTextiles
79.	KAVITHA. C	B.Sc BCBT
80.	Shreya G S	B.Sc Psychology
81.	Vaishnavi Negha R	B.Sc Maths
82.	Swathy. G	B.Sc CS
83.	M.srimathi	B.Sc CS
84.	K.R.PARKAVI	B.Sc Chemistry
85.	Apoorva. T	M.Sc Chemistry
86.	S.Nehashree	M.Sc Chemistry
87.	Kaviya S	B.Sc Maths
88.	Beeram Hyndhavi	M.Sc BioTextiles
89.	Akalya Bai. S. K	M.Sc BioChemistry

90.	P. E. lakshmi	B.Sc Psychology
91.	Harsha.A	B.Sc Chemistry
92.	Ramyadevi G	M.Sc BioChemistry
93.	Deepthi Sri.R	M.Sc BioChemistry
94.	Anushree S S	M.Sc Chemistry
95.	Shalini K	M.Sc FSMD
96.	Ranjani priya K	M.Sc BioChemistry
97.	Malini.R	B.Sc CS
98.	SubaSree Subramani	M.Sc Chemistry
99.	VIBITHA S	B.Sc Chemistry
100.	Madhumithra D	B.Sc IT
101.	KARTHIKA S	M.Sc BioChemistry
102.	N.Saranya	B.Sc HD
103.	Logeshwari S	B.Sc IT
104.	S ABISHEKA	B.Sc IT
105.	Sathya Priya B	M.Sc BioChemistry
106.	R.swetha	B.Sc CS
107.	Sanguni.G	M.Sc Chemistry
108.	Ranjurima Handique	M.Sc HD
109.	Shanmugalakshmi. M	B.Sc HD
110.	Divya R	B.Sc Zoology
111.	Lalithambika SR	B.Sc Botany
112.	J Praveena	MBA IT
113.	R.Paustina Ancy	M.Sc Chemistry
114.	B.Subitcha Bharathi	B.Sc Zoology
115.	NITHYA V	MCA
116.	Vishnudurga S	B.Sc FSMD
117.	Raja lakshmi S	B.Sc Botany
118.	S.keerthana	B.Sc Zoology
119.	Anisha Merlin.R	B.Sc Psychology
120.	Nivedha K	M.sc Maths
121.	Rajasudha S	M.sc Maths
122.	NIRMALA.P	BCA
123.	Devika.k	B.com
124.	Jothi G	B.Sc Maths
125.	M.Induja	B.Sc Computer Science
126.	Keerthi abirami	B.E BMIE
127.	Amirthavarshini.V	B.E BMIE
128.	Yuvarani. A	B.E BMIE
129.	Meena.V.D	B.com
130.	kapila	B.E BMIE

131.	Safreena.TK	B.Com PA
132.	Swetha S	B.Com PA
133.	Sharani. S	B.com
134.	S.Harshini	B.com
135.	MANOSRI G	B.com PA
136.	Santhanamari.P	B.com CA
137.	S.Gokulapriya	B.com PA
138.	Christy reshma.P	B.com
139.	S.Madhumitha	B.com PA
140.	Karthikadevi.R	B.com CA
141.	Dhana Akshaya G	B.com PA
142.	Sangamithra S	B.com PA
143.	Saranya.R	B.Sc Computer Science
144.	R.sneha	B.com
145.	Kalaivani.R	B.com
146.	R.Roshini	B.com
147.	Nivetha. A	B.com
148.	Safrina.A	B.Com CA
149.	Vinusha. V	B.com
150.	Lavanya G	B.com
151.	M.Swathi	B.com PA
152.	Devadharshini.M	B.com
153.	Amrudha M	B.com
154.	Saranya K	B.com PA
155.	R.Bala Gayathri	B.Sc Computer Science
156.	Bhavadharani.J	B.com
157.	K.Niranjana	B.com
158.	Alfia R	B.A English
159.	V.Nesaranjani	B.com
160.	Shalini.M	B.com
161.	A kanishka	B.com PA
162.	Soundarya.R	B.com
163.	Shankar Devi P	B.com PA
164.	Varsha M	B.com
165.	J. Vincee Preetha	M.sc Maths
166.	Sejina A K	B.com PA
167.	Jenisha M	B.com PA
168.	ILAMADHI G	M.sc Maths
169.	N Rohini	B.com
170.	M.Logadharshini	M.sc Maths
171.	B. Gynasaraswathi	B.com

172.	Mahimaa.R	B.com PA
173.	Trisha.B	B.com
174.	Praveena S	M.sc Maths
175.	Madhumita.M.P	M.sc Maths
176.	Harshini priya. S	M.sc Maths
177.	M. Anne Pon Sorna	M.sc Maths
178.	Kavya.S.M	B.E BMIE
179.	V.M.Veenashri	B.com
180.	Dharshini M	B.com PA
181.	Arunaprabha K	M.sc Maths
182.	R. Agalya	B.E BMIE
183.	K.Deepika	B.com PA
184.	Priyanka S	B.E FPPT
185.	Lakshmi priya.s	B.com PA
186.	Swathika k	B.com PA
187.	Pooja G	B.E FPPT
188.	Kanimozhi.A	M.sc Maths
189.	Vinisha R	B.com PA
190.	D.Lochana	B.com
191.	S.Divya darshini	M.sc Mahs
192.	Archana D	B.com PA
193.	Sangeeitha.b	B.com
194.	Anju.B	B.com
195.	Kavya Karthik G	B.com PA
196.	Shree samyuktha s	B.com
197.	S.Padma Sruthi	B.com CA
198.	P. Saranya	B.com PA
199.	Vinisha	B.E BMIE
200.	Roselin R	B.com CA
201.	SHARANYA. K	B.com
202.	Dharani M	B.com
203.	Dhivya srinidhi K	B.E BMIE
204.	Oviya.G	B.com
205.	T.SRI SHANDHYA DEVI	B.E CSE
206.	Gokilavani G	B.com
207.	Jeeshma.R	B.com
208.	Nandhini. S	B.com
209.	Narmatha N	BCA
210.	Shre Subasine J	B.E CSE
211.	Ushanandhini.V	B.E BMIE
212.	Shrisowndarya R P	B.E BMIE



213.	S.Aswathi	B.com
214.	SAFANA.M.Y	B.com CA
215.	Sneha. S	B.com CA
216.	S.Akila	B.com
217.	VIDHYA BHARATHI C	B.com CA
218.	Nirosa.R	B.com
219.	Sangamithra Kalaivanan	B.E FPPT
220.	V. Sakthisri	B.com
221.	Kowshiga.k	B.com
222.	Veenaloshini U	B.E CSE
223.	Sandhya S	B.com PA
224.	NOWSHIKA B	B.E BMIE
225.	Kanishka Vashni A	B.com CA
226.	K.Kaviya	B.A English
227.	Vinisha B	BCA
228.	Soniya. A	MA English
229.	Abirami.k	B.com
230.	Akshaya R	B.com
231.	SRIDEVI S	B.com CA
232.	Sanjana.R	B.com
233.	Samutha.N	B.com CA
234.	Sasthika. K	BCA
235.	Gayathri.M	B.sc Computer Science
236.	Madhumitha M	B.A English
237.	PREETHI.P	B.com CA
238.	S. Ramya	B.com
239.	R.vanitha	B.Sc Computer Science
240.	LOGINI K	B.com
241.	Kausalya R	B.com PA

**Goan institute <gicerecruitment@gmail.com>**

1:44 PM (2 hours ago)

to me

Dear Ma'am,

We are sending the details of the Selected candidates list here.

1. Unnamalai

Andhra Pradesh(Chittur) -20000/-

Kerala- Rs. 22000/-

AndhraPradesh(Vijayawada,Machalipattanam) /Gujarat(Porbandar and Rajkot), Madhya Pradesh(Bhopal) - Rs. 24000/-

2. Mangaleshwari

Andhra Pradesh(Chittur) -20000/-

Kerala- Rs. 22000/-

AndhraPradesh(Vijayawada,Machalipattanam) /Gujarat(Porbandar and Rajkot), Madhya Pradesh(Bhopal) - Rs. 24000/-

3. Preetha N

Kerala- Rs. 17000/-

Kindly note that the above mentioned candidates have to give their acceptance message.

**Regards**

**Goan Institute International Consociation of Education Pvt.Ltd. [GICE]**

**HR Team**

**0484-2801994. +91 9207700930**

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

*'Thank you for your Valuable Time'*

## ADU Selected Candidates

---

Mon,  
Nov  
7,  
2022  
at  
7:19  
PM

**Freddy Sahai** <freddy.sahai@hcl.com>

To: "aduplacement@gmail.com" <aduplacement@gmail.com>  
Cc: N Mohan Ram <mohan.ram@hcl.com>, Radha Prasanna <radha.prasanna@hcl.com>,  
"Gopinath Sakthikumaran, HCL BSERV" <Gopinath.Sakthikumaran@hcl.com>, Senthil Kumar  
Sekar <Sekar.Senthilkumar@hcl.com>, Sudarshan S <Sudarshan.Sundaran@hcl.com>

Classification: **Public**

Dear Placement officer

Please find the below List of candidates who have been Selected (Final Select)  
from your college

Congrats to all Selected Candidates.

S.No	Name of the Students	Department
1.	V.S.Praveena	B.Com PA
2.	Parvathavarthini S	B.Com SF
3.	R. Tharanya	MBA IT
4.	Surekha.G	BA ECO
5.	M. Loga sundari	B.Com PA
6.	Dhanya Sri.S	B.Com CA
7.	Sreeja.K	B.Com SF
8.	Sreeharsha.M	B.Com
9.	Sowmiya T	B.Com PA
10.	Soundarya K	MBA
11.	R. Sneka	B.Com PA
12.	S.M.Priyadharshini	B.Com PA
13.	Rekha S	B.Com PA SF
14.	Jagadeeshwari.S	B.Com PA
15.	SHWETHALATHA.S	B.Com CA
16.	Shruthi.G	M.Com
17.	Sharani. S	B.Com PA SF
18.	Shalini.p.v.	B.Com SF

19.	Santhiya.E	B.Com SF
20.	Sangeetha G	MBA IT
21.	Sangamithra S	B.Com PA SF
22.	Samyuktha S	B.Com CA SF
23.	Samyuktha. M. K	M.Com
24.	Roshini Yogesh	B.Com SF
25.	R.Roshini	B.Com PA SF
26.	RINDHIYA R	B.Com PA SF
27.	Ramyaruba M	MBA
28.	Rajasri S	B.Com
29.	Soundarya.R	B.Com PA SF
30.	Selvaranjani P	B.Com PA
31.	Priyadharshini. K	B.Com SF
32.	Priya S	B.Com CA
33.	MARIA PRINCY A	B.Com CA SF
34.	Prabhavathi.R	M.Com
35.	C.Pooja Sri	B.Com PA
36.	Pooja Shree S	B.Com PA SF
37.	Pooja P	B.Com PA
38.	Pooja Padmanaban	M.Com
39.	Pavithra devi.P	B.Com PA
40.	Nithya sri.R	B.Com CA
41.	Nithika.M	B.Com PA SF
42.	Sainakshathra U	B.Com PA SF
43.	Selva Preethi M S	B.Com CA
44.	Monica S	B.Com
45.	Mohana priya V	B.Com
46.	MANOSRI G	B.Com PA SF
47.	Shalini. R	M.Com SF
48.	Madhura mekala j v	B.Com CA SF
49.	Shrilakshmi K	B.Com PA SF
50.	Lakshitha J	B.Com
51.	Kousika K	M.Com
52.	Pooja G	B.Com CA
53.	S Keerthana	B.Com CA SF
54.	Keerthana S	B.Com CA
55.	Lakshmi B	B.Com PA
56.	Kaviyadharshini.S	B.Com PA SF
57.	Kaviya.A	M.Com
58.	Gayathri.K	B.Com SF

59.	Kalaivani.V	MBA IT
60.	Jothiga.S	B.Com PA
61.	Jincy M P	B.Com PA
62.	Hafeesa J	M.Com
63.	Jenani.A	MBA IT
64.	S. Jananisri	B.Com CA
65.	Jananipriya. S	B.Com PA SF
66.	YuvaSri .S	B.Com CA SF
67.	Harini.R	B.Com
68.	Gokulapriya S	B.Com PA SF
69.	GokilavaniG	B.Com PA SF
70.	Durganageshwari V	B.Com PA
71.	Ridhanya D	B.Com CA SF
72.	Dharshini M	B.Com PA SF
73.	Divya T	B.Com CA
74.	Dhivyadharshini.S	B.Com PA
75.	Dharani M	B.Com SF
76.	Dhana Akshaya G	B.Com PA SF
77.	Christy reshma. P	B.Com PA SF
78.	G.chitra	MBA IT
79.	S.Kavi Brindha	B.Com
80.	Ridhanya P C	B.Com PA SF
81.	Ashmitha S	B.Com
82.	SRI ANUSHIYA.M	B.Com CA SF
83.	Sneha M	MBA IT
84.	Afroze jemeela.A	B.Com CA SF
85.	S.suji	MBA
86.	SOBANA V	B.Com PA SF
87.	N.Rohini	B.Com PA SF
88.	Logeswari D	B.Com PA SF
89.	Boorani.J.R	B.Com PA SF
90.	Manju M	B.Com PA
91.	S Sheela	B.Com

# Hexaware Technologies || IMS Select 2023 Batch ||

External

Inbox



**Oindrila Chakraborty** <[OindrilaC@hexaware.com](mailto:OindrilaC@hexaware.com)>

Fri, Feb 3,  
1:57 PM

to me, Sougata, Kamlesh, Deepak

Dear Team,

## Greetings from Hexaware Technologies!

Congratulations! We are delighted to inform you that below student from your institute has been selected in our **IMS - Virtual campus recruitment process – 2023** **as on 2nd Feb 2023.**

Student Name	Email
Sangavi M P	<a href="mailto:gavimprs2002@gmail.com">gavimprs2002@gmail.com</a>

<b>CTC Offered</b>	3,00,000 Per annum
<b>Designation</b>	Trainee

Please treat this as a confirmation of the selection, subject to the candidates strictly meeting the requisite eligibility criteria mentioned during registration for Hexaware Technologies – PGET Virtual Campus recruitment process.

Further details on their Letter of Intent will be shared subsequently.

Warm  
Regards,

**Oindrila Chakraborty**  
Campus Hiring  
Email: [OindrilaC@hexaware.com](mailto:OindrilaC@hexaware.com)

This e-mail communication and any attachments to it are confidential and privileged to Hexaware and are strictly intended only for the personal and confidential use of the designated recipient(s) named above. If you are not the intended recipient of this message, you are hereby notified that any review, dissemination, distribution or copying of this message is strictly prohibited and may be unlawful.

Please notify the sender immediately and destroy all copies of this message along with all attachments thereto.

# Hexaware Technologies || GET Selects 2023 Batch ||

External

Inbox



**Oindrila Chakraborty** <OindrilaC@hexaware.com>

Tue, Sep 27, 2022,  
6:04 PM

to me, Placement\_engg@avinuty.ac.in, Sougata, Avinash, Veeralaksmi

Dear Team,

***Greetings from Hexaware Technologies!***

Congratulations! We are delighted to inform you that below students from your institute have been selected in our **GET - Virtual campus recruitment process – 2023 as on 27th September, 2022.**

**Note – Results for Candidates whose Technical / HR interviews are pending will be shared post their HR interview completion only**

Student Name	Email	College Name
Lajwanthe R	<a href="mailto:19052ueo19@avinuty.ac.in">19052ueo19@avinuty.ac.in</a>	Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore
Sneha P	<a href="mailto:19104ueo35@avinuty.ac.in">19104ueo35@avinuty.ac.in</a>	Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore

<b>CTC Offered</b>	4,00,000 Per annum
<b>Designation</b>	Graduate Engineer Trainee (GET)

Please treat this as a confirmation of the selection, subject to the candidates strictly meeting the requisite eligibility criteria mentioned during registration for Hexaware Technologies – GET Virtual Campus recruitment process.

Further details on their Letter of Intent will be shared subsequently.

**PS:** Candidates who are meeting the eligibility for upgrading their offers to the role of **Premier Graduate Engineer Trainee - PGET (CTC - 6 LPA)** will be contacted and upon their interest, they will be subject to further selection process for **PGET (Coding round + Additional Tech / HR Interview)**.

Please note that if the candidate who chooses to appear for Upgradation to **PGET fails to clear the same, he/she will continue to hold the GET offer.**

Warm  
Regards,

**Oindrila Chakraborty**  
Campus Hiring

Contact: 7980163462

Email: [OindrilaC@hexaware.com](mailto:OindrilaC@hexaware.com)



# Selected Students from B voc AI dept ,Avinashilingam Deemed Univ

External

Inbox

S

**Sujatha N.A.** <sujatha@irobochakra.com>

Mon, Feb 13,  
9:50 AM

to me

Dear Ma'am,

We are happy to have selected the following students in Phase I and Phase 2

## **Phase 1 Selection**

1. Kaushika
2. Sherin K Thomas
3. DhivyaDharshini
4. Parveen I
5. Harsha

## **Phase 2 Selection**

- 1.Sumalatha
- 2.Atchaya
- 3.Suji D

## **Note:**

Phase 1:

They can join immediately ASAP.

Requesting you to kindly provide them with the required possible support and OD from the university

so that the selected candidates can start attending the training and development processes provided by us as the Client Partnership schedules start in April & June.

Phase 2:

These candidates might be offered job opportunities based on i-Robochakra's requirements by Mid of June, also based on their availability.

Kindly let us know the further process so that we can proceed with offer letters for candidates in Phase 1 Selection, also we would like to meet the HOD of their department, kindly connect us to the concerned person.

Best Regards  
Sujatha N A  
Co-Founder

iRobochakra - Robotics Academy  
Mobile - 9790614631



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M : +91 99944 59099  
+91 90470 59099  
P : +91 422 4361614  
+91 422 4361615  
E : info@sstravels.in



01<sup>ST</sup> February 2023

Ms.R.Jamuna  
1/258, Kenthorai Village & Post,  
The Nilgiris- 643002  
Mobile No: +917094107768  
Email: jamunaaraj@gmail.com

Dear Ms.R.Jamuna

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you an appointment as "Trainee- Travel Consultant " in our company on the following terms and conditions:-

1. You will be on training for a period of one year from the date of your joining i.e. **01<sup>ST</sup> February 2023.**
2. Your training period may be extended for a further period not exceeding one year, if your progress and development is not up to expected levels of management.
3. The management also reserves its right to terminate your employment either during or at the end of your training period, if your performance is not satisfactory or if your character and conduct is found to be undesirable, with out issuing any notice and with out assigning any reason whatsoever.
4. During the period of your training you will be paid a stipend( consolidated ) and other allowance will be as follows.

Details	Amount
Stipend	Rs.12500/-
Special Allowance	Rs. 1500/-
Travelling Allowance	Rs. 1000/-
<b>Total Per Month</b>	<b>Rs.15000/- (Rupees Fifteen Thousand only)</b>

5. In addition to the above, you will be eligible for yearly maximum incentive of 8.33% per financial year from 01<sup>ST</sup> April to 31<sup>ST</sup> March. Minimum working days required as 300 days for eligible of incentive.
6. You Shall not divulge or pass on any information in connection with our business or trade secrets to any person, nor shall you part with any documents, data or information related to company and their customers which is the property of the company. Any violation of this condition will entitle the management to instantly terminate your service and legal action initiated.
7. You Shall not leave the organisation without giving a clear notice period at least three months or in lieu of the notice a sum equalent to three months pay as they may be.



Continued ...2

**GSTIN : 33ACFFS9741K1ZP**

**PAN : ACFFS9741K**

Admin Office : 79-B, Umapathi Tower, Lakshmipuram, 6th Street, Coimbatore - 641 004. Tamilnadu, South India  
Reg. Office : 3/10 B, Nethaji Street, Gandhi Nagar, Opp. to Kadri Mills, Coimbatore - 641 016. Tamilnadu, South India



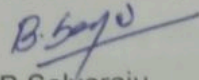
Page-2

8. You are liable to be transferred to any department as if required, you may also be deputed to any of sister concern or other establishments.
9. Any change in your residential address shall be promptly communicated to the management with the proof and any notice or information intended to be served on you will be deemed to have been served to you, if the same had been dispatched to your last given address.

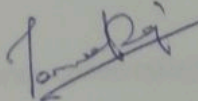
As a token of your having accepted the above terms and conditions you are requested to return the duplicate copy of this letter duly signed.

Thanking you.,

Yours faithfully.,

  
B. Selvaraju  
Managing Partner  
SS Travels





Accepted :  
R. Jamuna



**01-Sep-2023**

**Dear Karishma B,**

B.E., Electronics & Communication Engineering

Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore

**Candidate ID – 24194038**

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

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

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

#### 4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be put into an additional training. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

5. Your on-boarding as a full-time employee is aligned to a business requirement and will be between **July 2023 and August 2024**. You will be required to report at the location based on the business requirement and on the given date of joining.

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

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

**Annexure A**

**Compensation and Benefits**

<b>Name:</b> Karishma B	<b>Designation:</b> Programmer Analyst Trainee
-------------------------	--

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

**Note: The Insurance amount may vary subject to market conditions from time to time.**

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

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

**Leave & Vacation:**

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

#### **Provident Fund Wages:**

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

#### **Employees State Insurance:**

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

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

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

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

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

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



## Annexure B

### Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Karishma B, 22, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

#### 1. Duties and Responsibilities

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

#### 2. Place of Employment

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

#### 3. No Alternate Employment, No Conflict, Etc.

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

violate any agreement or obligations that you have with them.

#### 4. Confidentiality

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

#### 5. Data Protection

By signing below,

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

#### 6. Work Schedule

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

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

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

## **7. Background Check**

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

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

## **8. Compliance with Company Policies**

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

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

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

## **9. Non-Compete and Non-Solicit Restrictions**

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

## **10. Representations and Warranties**

By signing below,

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

Company;

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

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

## **11. Indemnity**

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

## **12. Business Engagement, Learning and Development and Project Deployment**

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

## **13. Unauthorized Absence**

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

## **14. Retirement**

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

## **15. Termination of Employment**

- a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
- b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
  - Non-adherence to Associate Deployment Pool Policy
  - Violation of Social Media Policy or Conflict of Interest Policy
  - Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
  - Insubordination or failure to comply with the directions given to you by persons so authorized
  - Insolvency or conviction for any offence involving moral turpitude
  - Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

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

## 16. Deputation, Assignment and Transfer

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

## 17. Survival

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

## 18. Dispute Resolution and Governing law

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

## 19. General

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

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

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

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

**Cognizant Technology Solutions India Private Limited    Karishma B**



Maya Sreekumar  
**Vice President – Human Resources**

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

**Signature:**

**Date:**

# Fwd: database of students interested / Avinashilingam University

Inbox



**Sudha Avinuty** <[sudha\\_po@avinuty.ac.in](mailto:sudha_po@avinuty.ac.in)>

Wed, Apr 5,  
12:25 PM

to me

On Sun, Mar 19, 2023 at 4:28 PM Kraft Homes <[krafthomessalem@gmail.com](mailto:krafthomessalem@gmail.com)> wrote:  
Dear madam,

Thanks for connecting the candidates with us. Interview was done with all 6 candidates.

For salem i have decided and finalized to take ms.sowmiya and Ms.shylin.

For coimbatore ms. raveena was Selected by Interior designer hopefully will recruited.

Kindly inform to candidates.

Thanks and regards  
Dharsan.r

Thank you.

Dharsan.r

# Fwd: Thank you for Participation in Recruitment Drive Held at DJ Academy on 20th July 2023 for Lakshmi Group of Companies - Reg

External

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



**Vvanitha EC Engineering**

Tue, Jul  
25,  
7:41 PM

to placement, me

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

From: **Ramya E - HR - RVL** <[ramya.e@revantha.co.in](mailto:ramya.e@revantha.co.in)>

Date: Tue, 25 Jul, 2023, 4:14 PM

Subject: Thank you for Participation in Recruitment Drive Held at DJ Academy on 20th July 2023 for Lakshmi Group of Companies - Reg

To: [vvanitha\\_ece@avinuty.ac.in](mailto:vvanitha_ece@avinuty.ac.in) <[vvanitha\\_ece@avinuty.ac.in](mailto:vvanitha_ece@avinuty.ac.in)>

Cc: Jayanthparthasarathy T <[jayanthparthasarathy.t@lakshmicorp.co.in](mailto:jayanthparthasarathy.t@lakshmicorp.co.in)>, Palanikumar M - EE - LCS <[palanikumar.m@lakshmicorp.co.in](mailto:palanikumar.m@lakshmicorp.co.in)>

Dear Sir,

Greetings from Lakshmi Group of Companies!

On behalf of Lakshmi Group of Companies, I would like to extend our heartfelt gratitude for your active participation in our recent recruitment drive held at DJ Academy on 20<sup>th</sup> July 2023. Your collaboration played a significant role in making the event successful and enabled us to discover some exceptional talents.

Furnished below for selected student name from your esteemed institution.

**Total Participation: 2**

**Selected Candidate: 1 – Ms. Vaishnega – B.E ECE**

**Hold Candidate: 1 - Ms. Chandini Mai – B.E ECE**

We believe that our student has the potential to make valuable contributions to our organization and will undoubtedly thrive in their respective roles.

We will also be sending official offer letters to the selected candidates shortly after clearance of Background Verification.

We kindly request your assistance in informing the selected student to accept our offer and pls guide her to follow our timely instructions till onboarding process.

Additionally, we want to reiterate our commitment to maintaining a strong relationship with your institution. Our recruitment drives are an ongoing process, and we look forward to future collaborations with your institution.

Once again, we express our heartfelt appreciation for your support in making our recruitment drive a resounding success.

Should you have any queries or require any further information, please feel free to reach out to us.

Regards  
Ramya E  
HR - Career Planning and Succession Management  
Lakshmi Corporate Services  
34-A, Kamaraj Road, Coimbatore-641018  
Mob No: 63844 63800





# E.T. Tours & Travels



05.06.2023

To  
Miss.Lavanya  
5/9,Soliyappagoundanur,  
Jogipatti,Dindigul,  
624704

Dear **Miss.Lavanya,**

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Visa Consultant** in this organization.

The conditions being:

1. Probation for 6 months
2. Confirmation of job will be based on your performance
3. Revision of salary, PF, ESI and Medic claims are based on the performance only.
4. You will have to sign an agreement that you will serve for minimum 2 years after this Training period.
5. Leave entitlement is as per company's norm.

As a mark of acceptance please return the agreement copy with your signature appended.

**WISHING YOU THE VERY BEST IN YOUR NEW ASSIGNMENT.**

C. Vishnu Vasanth Kumar  
Partner

E.T. TOURS & TRAVELS

# Tibro

Date: 22<sup>nd</sup> May 2023

**Ms Lilliyan Paul M**

15A/32F AMMAN NAGAR, NANJUNDAPURAM ROAD,  
PODANUR, COIMBATORE-641023.

Dear Ms Lilliyan Paul M,

We take pleasure in appointing you as an Executive – Customer Service commencing on 01<sup>st</sup> Jun 2023 at **Tibro Tours Pvt Ltd.** Coimbatore branch, post which based on performance will review and advise further status.

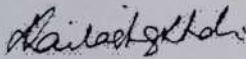
**1. Stipend & Obligations:**

- (a) You are assigned the role of Executive – Customer Service for Tibro tours Pvt Ltd
- (b) The stipend payable to you will be **Rs. 7,000/-** per month. excluding PF/Mediclaim
- (c) The Stipend will be paid to you on the last day of every month.
- (d) Office timings - Mon to Fri - 9:30 to 6 pm.

**2. Reporting:** You will be reporting to Ms. Gayatri. J - Manager – Customer Relations

Best Wishes.

Kailash Bhatia



**Chief Relationship Officer**  
**TIBRO Tours Pvt Ltd.**

Please complete and return this sheet to the TIBRO HR Manger, within 3 days of receiving this offer.

**Tibro Tours Pvt. Ltd.**

Corporate Office

9 103, Navyug Industrial Estate,  
T. J. Road, Sewri (W),  
Mumbai-400 015, India.

✉ info@tibro.in  
☎ +91 22 2410 2801  
🌐 tibro.in

Ahmedabad | Bengaluru | Chennai  
Coimbatore | Delhi | Ludhiana | Mumbai | Pune



**Orbit**

Exhibitions Pvt. Ltd.

**Tibro Tours Pvt. Ltd. (Corporate Office)**

9 103, Navyug Industrial Estate

T. J. Road, Sewri - (W) Mumbai - 400015

☎ 9322464312  
✉ info@tibro.in  
🌐 www.tibro.in

# MSCI Final Selected Candidates

External

Inbox

g

**gokul.gopal . gokul.gopal@stratadigm.biz via yahoo.com**

Tue, May 2,  
5:28 PM

to me, sudha\_po@avinuty.ac.in, aswin.prakash, anagha.ramanathan

Dear Madam,

This is to inform that Stratadigm Education and Training Private Limited in its capacity of a recruitment specialist has conducted a campus drive in Avinashilingam Institute for Home Science & Higher Education for Women to recruit Data Operator for MSCI Services Pvt. Ltd. ([www.msci.com](http://www.msci.com)). Based on the candidate's performance in the selection process, two (2) candidates have been selected.

**1.Samyuktha M. K (M.Com)**

**2.Sukadharshini Sivakumar (B.Com Professional Accounting)**

These candidates will be issued the offer letters at the completion of their Sem. VI examinations and are expected to be on-boarded in the month of June 2023 or thereafter.

Regards

Gokul

7402321242

# INTERVIEW - REG.

External

Inbox

r

uma maheswari <recruit.nationalmodel@gmail.com>

Wed, Jan 18,  
12:08 PM

to me

Dear Mam

We have attached a list of candidates selected.

Thank you.

Regards

HR

NATIONAL MODEL GROUP OF SCHOOLS  
COIMBATORE.

1.	Shamnathi E	M.Sc Physics
2.	Divya Dharshini	M.Sc Maths
3.	S.Mythili	M.Sc B.Ed Maths
4.	R. Rubeeka	BA B.Ed English
5.	Vinitha	M.Sc Botany
6.	R. Rithika	B.Sc B.P.B. Ed
7.	S. Preethika	B.Sc B.Ed Maths
8.	S.Keerthana	B.Sc B.Ed Maths
9.	J Mariya Johncy	BA B.Ed English
10.	S. Amirtha	M.Sc B.Ed Botany
11.	M. Boomika	M.Sc Zoology
12.	M Haritha Varshini	B.Sc Chemistry B.Ed Physical Science
13.	Amrutha Varshini.S	M.SC Maths
14.	Subha Priya.R	M.Sc B.Ed Maths
15.	Tharani.R	M.Sc B.Ed Physics
16.	Nethraa.M	M.Sc Physics
17.	Hari Priya B	B.Sc B.Ed Biology
18.	Mohanapriya S	M.Sc B.Ed Botany

# Omega healthcare - Selected candidates list

External

Inbox

V

**Vignesh B1**

Wed, Oct 19,  
6:10 PM

to me, Ebenazer, Daniel

Hello,

Greetings of the day,

It gives me immense pleasure in sending you the list of selected candidates for the interview conducted on 15<sup>th</sup> of September. We shall be more than happy in on boarding your candidates into our organisation.

## **Campus Placement Drive AVINASHILINGAM UNIVERSITY**

<b>S.No</b>	<b>Name of the Students</b>	<b>Department</b>
1.	Shrisoundarya R P	B.E BMIE
2.	Dhivya Srinidhi K	B.E BMIE
3.	Narmatha R	B.E CSE
4.	Kamalie Vengatesh	B.E CSE
5.	Kavya Chokkalingam	B.E CSE
6.	Sneha R G	B.E FPPT
7.	Anukiruthika S	B.Com CA
8.	Jeyaselvi R	B.Com PA
9.	Lakshmi B	B.Com PA
10.	Pooja P	B.Com PA
11.	Pavithra Devi P	B.Com PA
12.	Durganageshwari V	B.Com PA
13.	Swetha R	B.Sc Computer Science
14.	Zuveria Fathima M	B.Sc Computer Science
15.	Dharshini R	B.Sc FSN
16.	Lakshmi Priya N	B.Sc IT
17.	Vaishnavi R K	M.Sc Zoology
18.	Keerthana S	B.Sc Zoology
19.	Preethika R A	B.Sc Zoology
20.	Ponshanmugapriya N	M.Sc FSMD

21.	Parveen I	B.Voc AI & ML
22.	Gobika S	B.Voc AI & ML
23.	Devaranji J	B.Voc AI & ML
24.	Dhivya Dharcini R	B.Voc AI & ML
25.	Sherin K Thomas	B.Voc AI & ML
26.	Harsha M	B.Voc AI & ML
27.	Keerthana V	B.Sc IT
28.	Sharumathi R	B.Sc IT
29.	Revathi K	B.Sc IT
30.	Kaviga R	B.Sc Botany
31.	Vrindha D	B.Sc Botany
32.	Subha Priya R	M.Sc Maths
33.	Charumathi P	M.Sc Maths
34.	Prakalya K S	M.Sc Maths
35.	Gopika S	M.Sc Maths
36.	Kowshiya M	MBA IT
37.	Tharanya R	MBA IT
38.	Natharanjini MV	MBA GA
39.	Ramyaruba M	MBA
40.	Divya Bharathi V	MBA IT
41.	Kavya Shree R	MBA IT
42.	Deva M	MBA IT
43.	Dhivya Shree BR	MBA
44.	Kiruthika S	MBA IT
45.	Keerthi Priya	MBA GA
46.	Kowsalya	B.Com CA
47.	Selva Preethi M S	B.Com CA
48.	Faisza Fathima M S	B.Sc BCBT
49.	Urja K	B.Sc BCBT
50.	Kanishka G D	B.Sc BCBT
51.	Yuvarani S	B.Sc BCBT
52.	Deepika M	B.Sc BCBT
53.	Gayathri S	B.Sc BCBT
54.	Nafisa Khulsum Y	B.Sc BCBT
55.	Durka	B.Sc BCBT
56.	Elamathi S	M.Sc FSN
57.	Shampavi G	M.Sc FSN
58.	Kaviya Shree S	M.Sc FSN
59.	Rubi S	M.Sc FSN
60.	Pooja L	M.Sc FSN
61.	Pujadey	M.Sc FSN

62.	Anupama K.S	M.Sc Zoology
63.	Boomika K	M.Sc Zoology
64.	Roobanayaki S	M.Sc Zoology
65.	Dharani SS	M.Sc Zoology
66.	Akshaya L	M.Sc Chemistry
67.	Sathyabanu	B.Sc IT
68.	Tarunika	B.Sc IT
69.	Shakthirithanya N	B.Sc Chemistry
70.	Swetha S	M.Sc Biotechnology
71.	Divya S	M.Sc Biotechnology
72.	Kaviya G	B.Sc FSN
73.	Senbagaselvi S	B.E BMIE
74.	Veenaloshini U	B.E CSE
75.	Shre Subasine J	B.E CSE
76.	Madhumathi E	B.E ECE
77.	Nikitha K S	B.E FPPT
78.	Nivedhya P	B.E FPPT
79.	Madhumitha K	B.Com CA
80.	Janani Sri S	B.Com CA
81.	Sonia S	B.Com CA
82.	Sindhu R	B.Com CA
83.	Kowshika B	B.Com CA
84.	Abitha S	B.Com CA
85.	Sri Manjari S	B.Com PA
86.	Ragavi R	B.Sc Computer Science
87.	Krithika V	B.Sc Computer Science
88.	Mirudhubashini	B.Sc Computer Science
89.	Tharani A	B.Sc Computer Science
90.	Srimathi M	B.Sc Computer Science
91.	Sritha V	B.Sc Computer Science
92.	Kannika R	B.Sc Computer Science
93.	Kaviyarathi R	B.Sc Computer

		Science
94.	Lineesha S	B.Sc Computer Science
95.	Krishna Nivetha V M	B.Sc IT
96.	Deepti E	B.Sc RD
97.	Divya R	B.Sc Zoology
98.	Shridevamithra G R	B.Sc Zoology
99.	Nigila S	M.Sc FSMD
100.	Yogeshwari M	M.Sc FSMD
101.	Aathithya S	M.Sc FSMD
102.	Joshika M	B.Sc FSMD
103.	Suji D	B.Voc AI & ML
104.	Vaitheeswaree S	B.Voc AI & ML
105.	Pandi Meena M	B.Voc AI & ML
106.	Gayathiri K	B.Voc AI & ML
107.	Boomika Bharathi J	B.Voc AI & ML
108.	Jona Dely CA	B.Voc AI & ML
109.	Srinithi S	B.Voc AI & ML
110.	Umamaheshwari M	B.Voc AI & ML
111.	Gowri S	B.Voc AI & ML
112.	Gokilavani Ravi	B.Sc IT
113.	Harshavardhini	B.Sc IT
114.	Boomika Sree S	B.Sc IT
115.	Harshini A	B.Sc IT
116.	Savetha K	M.Sc Maths
117.	Gokila N	M.Sc Maths



# CSR Drive Results - AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR WOMEN, Tamil Nadu -2023 - Pentagon Space

External

Inbox



**Veena G** <veena@pentagonspace.in>

Fri, Oct 14, 2022,  
5:03 PM

to me, Madhusudhan

Dear Training & Placement Officer,

Thank you for giving us the opportunity to conduct the CSR Drive for your College students.

Below is the list of First 8 students selected under CSR Drive.  
Next 10 are the eligible students.

We will further communicate the same to students via mail and whatsapp.

Regards,  
Veena G  
Senior Campus Hiring Manager  
Pentagon Space Pvt Ltd  
Mob: 8951828627  
[www.pentagonspace.in](http://www.pentagonspace.in)

Rathna A	MCA
Preetha N	MCA
NITHYA V	MCA
Gayathri.M	B.Sc Computer Science SF
Selvalakshmi E	B.Sc Computer Science SF
Harshini A	B.Sc IT
N.Kavisindhu	B.Sc IT
Santhiya. K	B.Sc IT

# A Day with SLB

External

Inbox

M

**Mridula Raman Unni <MUnni@slb.com>**

Wed, Apr 5,  
4:52 PM

to me, Apurva, Pranav, Rajeswari

Dear placement officer,

We would like to extend our sincerest thanks and gratitude for supporting us throughout the recruitment drive 2023.

We are excited to welcome all our final selects to our office in Coimbatore. We have planned full day activities for them from **10am to 5pm on April 12<sup>th</sup> 2023** at our office premises .

**Please consider this as our official invitation for all the below candidates .**

Candidate Name
R Harini
D Hari Prasadhini
Sivaharshini M

**Kindly note the address :**

Tidel Park, 2<sup>nd</sup> Floor, Villankurichi Rd,  
Civil Aerodrome Post, Coimbatore,  
Tamil Nadu 641014

Thanks and Regards,

**Mridula R Unni**

Talent Acquisition

Address – 4th Floor, Bldg no 8, Commerzone, Yerwada, Pune-411006

Tel :+91 20 6741 7883

# SmartDV Technologies India Private Limited

## ASIC Design And Verification Research Labs

To,

October 10<sup>th</sup> 2022  
Bangalore

Manju.Y,  
12/69-1 Devangar Street,  
Vanavasi (P)Mettur (T),  
Salem (D),Pin-636457

Dear Manju.Y,

I am pleased to offer you employment with SmartDV Technologies India Private Limited ("the Company") as **Verification Engineer** at our development office located in Bangalore, India on the following terms and conditions:

- 1 Your appointment will be effective from the date of your joining the Company.
- 2 This offer is valid only after you signing **3 Year** Bond with SmartDV Technologies India Private Limited ("the Company")
- 3 Pursuant to this appointment, you will carry out all the work and services that will be entrusted to you by the Company and shall devote your entire time and effort to the same. You will not be entitled to render any work or services to any others, unless so requested by the Company.
- 4 Your position is subject to your commitment of service for **3 Year** during which your performance and suitability for employment will be evaluated. Employment may be terminated at any time in this period without notice or pay in lieu of such notice.
- 5 Your appointment will continue unless terminated by company by one month written notice, once your completion of **3 Year** of bond period should you desire to resign from the Company you shall provide the company with a prior written notice of three months after your completion of such resignation or payment in lieu. Thereof compensation equal to the consideration then payable to you for a period of three months. However, in case any disciplinary proceedings are either contemplated or pending against you, the company shall have the right not to accept your resignation.
- 6 Company will not provide relieving or experience letter until you serve the company for **3 Year** as per your commitment.
- 7 Compensation:  
During first 6 months of training, you will be paid **CTC Rupees 3,75,000/-** per annual and later on based on your performance your CTC will be revised.
- 8 You will be entitled to leave and other employee benefits as per the rules framed by the Company from time to time and the policies of the Company.
- 9 In consideration of your appointment as aforesaid and the consideration paid to you, you agree, that all rights, title and interested in any intellectual property whatsoever, pertaining to any matters, made, created, developed, written or conceived by you during the term of your appointment with this Company, whether within or outside the Company's office premises or your normal working hours, will belong to the

---

# 18, BDA Main Road, Nanjareddy Colony, Murugeshpalya, Bengaluru - 560017, India.

Telephone : +91-80-46386000

Telefax : +91-80-41637284

Website : [www.smart-dv.com](http://www.smart-dv.com)

# SmartDV Technologies India Private Limited

## ASIC Design And Verification Research Labs

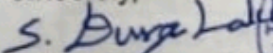
Company and, to the extent it does not or cannot so below to the Company, is hereby assigned by you in the Company's favor. You further agree, that you will keep completely confidential all information pertaining to the Company, its directors, employees and clients and its and their respective business, activities, income, accounts etc. and shall not disclose the same to any person except those legitimately concerned with Company and who have a need to know the same for the business of the Company. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us informed if you are bound by any confidentiality agreements with any other of you previous employers, you hereby indemnify us and shall keep us fully indemnified and harmless against any breach by you of such agreements.

You will abide by rules and regulations of the Company, which are in force from time to time and breach by you of any terms and conditions contained herein will result in termination of your employment without notice or compensation in lieu thereof.

In case any information furnished by you during the selection process if found to be incorrect or false, and / or it is found that you have suppressed any information in respect of your qualifications and past experience, the Company reserves the right to terminate your services at any time without notice or compensation in lieu thereof.

We take great pleasure in welcoming you to SmartDV Technologies and we feel that your skills and experience will be a valuable asset to our technical team.

Sincerely,

  
S. Durga Lakshmi

Durga Lakshmi Tala  
Managing Director

SmartDV Technologies India Private Limited



# SmartDV Technologies India Private Limited

## ASIC Design And Verification Research Labs Annexure

### Annual Gross CTC Breakup.

Earnings	Earning type	Per Month Rs.	Per Year Rs.
Basic plus DA	Fixed	11,750	1,41,000
HRA	Fixed	4,700	56,400
LTA	Fixed	1,880	22,560
CPB	Variable	1,250	15,000
Project Bonus	Variable	2,500	30,000
Other Allowances	Fixed	5,260	63,120
<b>GROSS EARNINGS</b>		<b>27,340</b>	<b>3,28,080</b>
PF company contr.	Fixed	1,410	16,920
<b>CTC</b>		<b>28,750</b>	<b>3,45,000</b>
Yearly Bonus	Variable		30,000
<b>Gross CTC Per annum</b>			<b>3,75,000</b>

### Take Home Salary per Month.

Earnings	Amount	Deductions	Amount
Basic plus DA	11,750	Provident Fund	1,410
HRA	4,700	Professional Tax	200
LTA	1,880	Health Insurance	500
CPB	-	Income Tax	-
Project Bonus	-		
Other Allowances	5,260		
<b>GROSS EARNINGS</b>	<b>23,590</b>	<b>GROSS DEDUCTIONS</b>	<b>2,110</b>
		<b>NET PAY</b>	<b>21,480</b>
PF Employer contr.	<b>1,410</b>		
<b>CTC</b>	<b>25,000</b>		

\* Income Tax Applicable as per Government Rules

Sincerely,

S. Durga Lakshmi

Durga Lakshmi Tala  
Managing Director

SmartDV Technologies India Private Limited.



**THE SOUTH INDIAN BANK LTD**

**CAMPUS RECRUITMENT OF PROBATIONARY CLERKS  
PROVISIONAL SELECT LIST**

**Avinashilingam University, Coimbatore**

<b>SL NO.</b>	<b>REGISTRATION NO.</b>	<b>NAME</b>
1	N12803202302665	SUBI NATCHATRA S
2	N12803202302937	POOJA P
3	N12803202311587	SOBANA V
4	N12803202313618	MATHI NESIGA T

From: **Sadhanasanthosh.L-Hr&Admn-HO** <[sadhanasanthosh.l@s-p-apparels.com](mailto:sadhanasanthosh.l@s-p-apparels.com)>

Date: Sat, Apr 22, 2023 at 12:36 PM

Subject: Interview Status - Reg

To: <[ratnanirmhalkumar@gmail.com](mailto:ratnanirmhalkumar@gmail.com)>

Cc: NAGARAJ.S - R&C-HO <[nagaraj.s@spapparels.com](mailto:nagaraj.s@spapparels.com)>

Dear Madam ,

Greetings from S P Apparels Ltd!

We are pleased to confirm you that following students from Avinashilingam Institute have been selected in our organization for various departments. Kindly inform them to join the duty at our office after completion of their exams.

S.No	Name of the College	Name of the Student	Gender	Qualification	Status
1	Avinashilingam Institute for Home Science and Higher Education for Women	Thejasvini.C	Female	B.Sc. Textiles and Apparel designing	Selected
2	Avinashilingam Institute for Home Science and Higher Education for Women	Darnisha.A	Female	B.Sc. Textiles and Apparel designing	Selected
3	Avinashilingam Institute for Home Science and Higher Education for Women	Udhaya.B	Female	B.Sc. Textiles and Apparel designing	Selected
4	Avinashilingam Institute for Home Science and Higher Education for Women	Santhiya.V	Female	B.Sc. Textiles and Apparel designing	Selected
5	Avinashilingam Institute for Home Science and Higher Education for Women	Yuvashree.C	Female	B.Sc. Textiles and Apparel designing	Selected
6	Avinashilingam Institute for Home Science and Higher Education for Women	Sindhuja B	Female	B.Sc. Textiles and Apparel designing	Selected

7	Avinashilingam Institute for Home Science and Higher Education for Women	Induja.M	Female	B.Sc. Textiles and Apparel designing	Selected
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Thanks & Regards  
Santhosh



To

**The Placement Head,**

Avinashilingam University for Women  
Coimbatore

**Sub: Offer Letter –Reg**

This is with reference to your application for employment with SURETI Insurance Marketing Pvt Ltd as ‘Business Development Officer’ and subsequent discussions and interviews had with us at your college campus.

We congratulate all of your selected students for having been successfully made it through the selection process. We are pleased to extend the offer of employment with SURETI Insurance Marketing Pvt Ltd as ‘Business Development Officer’ on agreed terms and conditions for the below mentioned list of students who got selected during the campus drive held on.

A formal letter of appointment will be issued as per company policy upon joining the organization.

<b>S.NO</b>	<b>NAME</b>	<b>MAIL ID</b>	<b>MOBILE NO</b>
1	Santhiya K	<a href="mailto:santhiyakit02@gmail.com">santhiyakit02@gmail.com</a>	B.Sc IT
2	Shobana R	<a href="mailto:shobanaram3346@gmail.com">shobanaram3346@gmail.com</a>	B.Sc IT
3	Kowshika B	<a href="mailto:kowshikakwsh@gmial.com">kowshikakwsh@gmial.com</a>	B.Com CA
4	Rindhiya A	<a href="mailto:rindhiyaayyappan@gmail.com">rindhiyaayyappan@gmail.com</a>	B.Sc IT
5	Gokilavani Ravi	<a href="mailto:gokilavanigokilavani88@gmail.com">gokilavanigokilavani88@gmail.com</a>	B.Sc IT
6	Shifana Hasan M	<a href="mailto:sshifanahasan@gmail.com">sshifanahasan@gmail.com</a>	B.Com CA
7	Pooja M	<a href="mailto:poojapooja5133@gmail.com">poojapooja5133@gmail.com</a>	B.Com CA
8	Harshini R R	<a href="mailto:harshiniraviraj02@gmail.com">harshiniraviraj02@gmail.com</a>	B.Com CA
9	Hemalatha V J	<a href="mailto:vjhemalatha210@gmail.com">vjhemalatha210@gmail.com</a>	B.Com
10	Thamaraiselvi R	<a href="mailto:thamaraisobi55@gmail.com">thamaraisobi55@gmail.com</a>	B.Com CA
11	Yamuna J	<a href="mailto:iyamuna73420@gmail.com">iyamuna73420@gmail.com</a>	B.Com
12	Umadevi P K	<a href="mailto:umadevipk2002@gmail.com">umadevipk2002@gmail.com</a>	
13	Anju B	<a href="mailto:anjurawat1411@gmail.com">anjurawat1411@gmail.com</a>	B.Com
14	Kirthika R	<a href="mailto:kirthikamesh29@gmail.com">kirthikamesh29@gmail.com</a>	B.Com CA

15	Krishna Priya R	<a href="mailto:priyarajenderan192@gmail.com">priyarajenderan192@gmail.com</a>	B.Com
16	Vishnupriya M	<a href="mailto:vichupi15@gmail.com">vichupi15@gmail.com</a>	B.Com
17	Sowmiya S	<a href="mailto:sowmiyask11@gmail.com">sowmiyask11@gmail.com</a>	B.Com CA
18	Suruthi Venkatachalam	<a href="mailto:venkatachalamsuruthi@gmail.com">venkatachalamsuruthi@gmail.com</a>	BA Economics
19	Sowmiya S	<a href="mailto:sowmiyaannakodi@gmail.com">sowmiyaannakodi@gmail.com</a>	B.Com PA
20	Keerthi S V	<a href="mailto:keerthivijayakumar21@gmail.com">keerthivijayakumar21@gmail.com</a>	B.Com
21	Naveena M	<a href="mailto:naveenamkn16@gmail.com">naveenamkn16@gmail.com</a>	B.Com PA
22	Iswarya S	<a href="mailto:iswarya6172@gmail.com">iswarya6172@gmail.com</a>	B.Sc IT
23	Vishnu Priya D	<a href="mailto:vishnupriyav080@gmail.com">vishnupriyav080@gmail.com</a>	B.Sc IT
24	Sangavi V V	<a href="mailto:sangavi.venkateswaran23@gmail.com">sangavi.venkateswaran23@gmail.com</a>	B.Sc IT
25	Sharmila G	<a href="mailto:sharmila2342003@gmail.com">sharmila2342003@gmail.com</a>	
26	Abinaya G	<a href="mailto:abinayagit03@gmail.com">abinayagit03@gmail.com</a>	B.Sc IT
27	Anitha P	<a href="mailto:anithaponnusamy2000@gmail.com">anithaponnusamy2000@gmail.com</a>	M.Com CA
28	Niranjana Kannan	<a href="mailto:niranjanakannan1973@gmail.com">niranjanakannan1973@gmail.com</a>	B.Com
29	Supriya	<a href="mailto:supriyasouder@gmail.com">supriyasouder@gmail.com</a>	BA Economics
30	Karthika M	<a href="mailto:karthikamurukesan22@gmail.com">karthikamurukesan22@gmail.com</a>	BA Economics
31	Sridevi S	<a href="mailto:sriselvaraj03@gmil.com">sriselvaraj03@gmil.com</a>	B.Com CA
32	Sharmi Shalome M	<a href="mailto:sharmishalome3011@gmail.com">sharmishalome3011@gmail.com</a>	B.Sc IT
33	Anitha R	<a href="mailto:anithabscit05@gmail.com">anithabscit05@gmail.com</a>	B.Sc IT
34	Vaishnavi D	<a href="mailto:vaishnavidevanathan16@gmail.com">vaishnavidevanathan16@gmail.com</a>	B.Com CA
35	Kumuthapriya M	<a href="mailto:m.kumuthapriya@gmail.com">m.kumuthapriya@gmail.com</a>	B.Com CA
36	Sharumathi R	<a href="mailto:sharuit123@gmail.com">sharuit123@gmail.com</a>	B.Sc IT
37	Kowsalya S	<a href="mailto:kowsalyasoundarajan@gmail.com">kowsalyasoundarajan@gmail.com</a>	B.Com CA
38	Janani B	<a href="mailto:jj4805343@gmail.com">jj4805343@gmail.com</a>	B.Com
39	Pooja T	<a href="mailto:poojathalavu@gmail.com">poojathalavu@gmail.com</a>	B.Com
40	Fousiya J	<a href="mailto:fousiyasheriff30@gmail.com">fousiyasheriff30@gmail.com</a>	B.Com
41	Anukiruthika S	<a href="mailto:anukiruthika023@gmail.com">anukiruthika023@gmail.com</a>	B.Com CA
42	Shakthirithanya Natrajan	<a href="mailto:rithanyanatraj@gmail.com">rithanyanatraj@gmail.com</a>	B.Sc

43	Roselin R	<a href="mailto:roselinreginar@gmail.com">roselinreginar@gmail.com</a>	B.Com CA
44	Dhatchayani S	<a href="mailto:dhatchayanisowndarajan@gmail.com">dhatchayanisowndarajan@gmail.com</a>	B.Sc IT
45	Nivetha R	<a href="mailto:nivetharajendran1202@gmail.com">nivetharajendran1202@gmail.com</a>	M.Com CA
46	Vinitha A	<a href="mailto:vinithaarumugam07128@gmail.com">vinithaarumugam07128@gmail.com</a>	M.Com CA
47	Gayathri J	<a href="mailto:gayathri123.jothi@gmail.com">gayathri123.jothi@gmail.com</a>	B.Com CA
48	Nesaranjani Venkatesh	<a href="mailto:nesaranjaninesu0702@gmail.com">nesaranjaninesu0702@gmail.com</a>	B.Com
49	Sharanya K	<a href="mailto:sharanyakannan35@gmail.com">sharanyakannan35@gmail.com</a>	B.Com
50	Bhavadharani J	<a href="mailto:bhavadharani413@gmail.com">bhavadharani413@gmail.com</a>	B.Com
51	Kavi Priya M	<a href="mailto:kavimani0809@gmail.com">kavimani0809@gmail.com</a>	B.Com
52	Vishnu Priya K	<a href="mailto:vishnupriyaksg@gmail.com">vishnupriyaksg@gmail.com</a>	B.Com CA



Official Seal  
BRANCH HEAD

SARANYA K  
SR. BRANCH HEAD  
SURETI IMF PVT LTD

COIMBATORE



<b>Name</b>	Swathi G	<b>Designation</b>	Management Trainee
<b>Department</b>	Digital Marketing	<b>Date of Joining</b>	2-Nov-22
<b>Location</b>	Chennai		
<b>Cost To Company</b>	<b>54167</b>		
<b>Salary Breakup</b>		<b>Monthly</b>	<b>Annual</b>
Basic Salary		26183	314196
HRA		13092	157104
Children Education Allowance		200	2400
LTA		2182	26183
Other Allowance		10710	128521
<b>Gross Salary (A)</b>		<b>52367</b>	<b>628400</b>
PF Company Contribution		1800	21600
ESI Company Contribution		0	0
<b>CTC</b>		<b>54167</b>	<b>650000</b>
PF Employee Contribution		1800	21600
ESI Employee Contribution		0	0
<b>Total Deduction (B)</b>		<b>1800</b>	<b>21600</b>
<b>Net Pay Before Tax (A-B)</b>		<b>50567</b>	<b>606800</b>
<b>Other Benefits</b>			
Telephone Expenses			3000
GMC			30000
Birthday Gift Card			5000
<p><b>Additionally you will be eligible for Incentives based on Individual performance and Company Bonus on achievement of Organization's target.</b></p> <p><b>Medical Insurance cover is provided for upto 5 dependants.</b></p>			
<p><i>** Note - Income tax will be deducted every month as per IT slab based on the exemption list, Kindly provide the IT tax declarations along with documents to avail the benefits of tax exemptions.</i></p>			

# Job Application

Inbox



**PLACEMENT psgcas**

Wed, May 24,  
12:38 PM

to lakshyalogu, gayathirinp313, ragavi19feb, inihsabus2603, sowmiyap642000, prithik asada, sonaimuthu17112001, karthik1242574, bcc: me

Dear Student,

Syngene has informed us to remind you of the Job Application link which they have shared with you last week. Kindly apply in the job application link immediately before 6 pm, today. **Revert back to this mail of a confirmation, once you have registered the link.**

Candidate Name	Email ID	College Name	Gender	Department
Akshaya L	<a href="mailto:lakshyalogu@gmail.com">lakshyalogu@gmail.com</a>	Avinashilingam	Female	DC - R&D
Gayathri P	<a href="mailto:gayathirinp313@gmail.com">gayathirinp313@gmail.com</a>	Avinashilingam	Female	DC - R&D

Thanks and Regards,  
Placement Team,  
PSGCAS

# Selected candidates details - Thoughtbees Technologies Pvt Ltd

External  
Inbox



**Maheswari Loganathan** <maheswari@thoughtbees.com>, May 11, 12:56 PM  
(1 day ago)

to me, Urmila

Dear Sudharani,

As discussed, sharing the Selected candidate details for your reference.

Please inform the candidates to collect their offer letter on 15 May 2023 (Monday) at 03:30 PM IST.

The venue details are shared below. Kindly confirm their presence at the earliest.

S.No	Name	Contact Number	Qualification	College
1	Pavithra M	6374021150	Msc IT	Avinashilingam College

**HR interview is scheduled for the below mentioned candidate.**

S.No	Name	Contact Number	Qualification	College	Interview Date & time
1	Narmatha R	9080230653	BE CSE	Avinashilingam College	15 May 2023 @ 03:30 PM

**Dress Code: Formals**

**Documents Required: Aadhar Card (Soft copy)**

**Venue:-**

Thoughtbees Technologies Private Limited  
Rakavis Square, 2nd floor, Palaniappa Nagar, Sowripalayam Pirivu, Ramanathapuram,  
Tamil Nadu 641045

Google Map: <https://goo.gl/maps/P8rQtnc5UFJHmMHR9>

--

Thanks,  
Maheswari  
HR | Thoughtbees

M: +91 6382591168  
S: Maheswari Loganathan  
E: [maheswari@thoughtbees.com](mailto:maheswari@thoughtbees.com)  
<https://thoughtbees.com/>

## Proposal letter for Campus Recruitment \_ TTK Services Pvt. Ltd.

Vrushali Pawar <vrushali.p@ttkservices.com>  
To: "placement@avinuty.ac.in" <placement@avinuty.ac.in>  
Cc: Priya Chandrasekaran <priya.c@ttkservices.com>

Tue, Feb 21, 2023 at 10:33 AM

Dear Sudha,

As discussed, please find the below list of candidates who have been selected for a position in TTK Services Pvt. Ltd. Please convey our congratulations to them.

S.No	Name	College Name	Stream	Email
1	Shakthirithanya. N	Avinashilingam University	B.Sc Chemistry	<a href="mailto:rithanyanatraj@gmail.com">rithanyanatraj@gmail.com</a>
2	Harsha. A	Avinashilingam University	B.Sc Chemistry	<a href="mailto:harshaanandhan2002@gmail.com">harshaanandhan2002@gmail.com</a>
3	Naveentha.C	Avinashilingam University	B.Sc FSMD	<a href="mailto:navaneetha5802@gmail.com">navaneetha5802@gmail.com</a>
4	Dharshini V.S	Avinashilingam University	B.Sc FSMD	<a href="mailto:dhharshuvinayagam@gmail.com">dhharshuvinayagam@gmail.com</a>

Further as per the trail mail, They will be undergoing the internship program for 3 months before the actual date of joining. Their Internship program will start at our office location from 1st May 2023. The performance of them will be evaluated during that tenure and the employment will be confirmed on the basis of the evaluated results.

Also note that below candidate we are considering for the next round of interview with other Departments. Immidart is our sister concern organisation. They are in the IT sector. The selected candidates onboarding process will be the same as the above candidates. Another Get Friday Division is working completely from home and the selected candidate will be hired as the consultant role. Please let us know their availability for the next round of virtual interview.

S.No	Name	College Name	Stream	Email	Remark
1	Atchaya N	Avinashilingam University	B.Voc AI & ML	<a href="mailto:atchayanatz33@gmail.com">atchayanatz33@gmail.com</a>	To process for Immidart
2	Dhivyadharcini R	Avinashilingam University	B.Voc AI & ML	<a href="mailto:dhivyadm2614@gmail.com">dhivyadm2614@gmail.com</a>	To process for Immidart
3	Sri Andalbharathi	Avinashilingam University	B.Sc FSMD	<a href="mailto:bharathi8603@gmail.com">bharathi8603@gmail.com</a>	To Process for Get Friday

Thanks for all your support during the recruitment drive. I look forward to a long association with Avinashilingam University in the coming future.

In case of any query, please feel free to contact me.

Regards,  
Vrushali

On Tue, Jan 17, 2023 at 3:23 PM Vrushali Pawar <vrushali.p@ttkservices.com> wrote:

[Quoted text hidden]

[Quoted text hidden]



**Bhuvaneshwari Matheshwaran <bhuvaneshwari.m@veetechnologies.com>**,  
Thu, May 11, 2:47 PM (1 day ago)

to me, Kesavan, Saravanan, Sakthivel, Sreenidhi, girish.r@hiremee.co.in, praveenkumar.r@hiremee.co.in

Dear Sudha :

Please find the below status also below is the selected candidates list for reference.

Note : Reg : LOI – Will be sending the hard copy to the college address.

Remarks	Nos
HireMee Cleared	51
Total Appeared	28
GD Selected	8
Not responding for 2 <sup>nd</sup> round	2
Final Selected	3

**Selected Candidates List :**



S No	Name	Contact	Email ID	Designation	Qualification	Status
1	Sangamithra Kalaiavan	6381600946	<a href="mailto:mithrakalai2001@gmail.com">mithrakalai2001@gmail.com</a>	AR Caller Trainee	BE Food Technology	Selected
2	Nivetha	9150563211	<a href="mailto:nivenive150720@gmail.com">nivenive150720@gmail.com</a>	AR Caller Trainee	BE Food Technology	Selected
3	Sneha RG	6382256299	<a href="mailto:snehaganesh17001@gmail.com">snehaganesh17001@gmail.com</a>	AR Caller Trainee	BE Food Technology	Selected

**Regards,**  
**Bhuvaneshwari -M**  
**Senior HR Executive - Talent Acquisition**  
**Vee Technologies Pvt Ltd**  
**PH - 9384092996 | 0427-2341064 (Ext : 5031)**



## APPOINTMENT LETTER

11-July-2023

Asshefa A  
Cumbum

Dear Asshefa A,

With reference to your application, and subsequent tests and interview with us, we are pleased to appoint you as "**Intern Trainee**" with Schawk India on the following terms and conditions.

We would like you to officially commence work on **17-July-2023**.

### COMPENSATION STRUCTURE

You will receive Annual Cost to Company (CTC) of **2,76,000/- (Rupees Two Lakh(s) Seventy-Six Thousand Only)** per annum. The details of your salary components are laid out in the Annexure - I attached to this letter.

Salary and related information are treated as highly confidential and the disclosure of such is subjected to disciplinary action, including dismissal.

#### 1. SALARY REVIEW

The salary review is done after the year-end performance management cycle and salary adjustments if any, are solely within the discretion of Schawk. The next salary review will be in 2025.

#### 2. PROBATION

There will be a 6-month probationary period for this appointment. At the end of this probationary period, unless your employment status is confirmed in writing or your services are terminated, your probation shall be deemed extended until further notification.

#### 3. TRAVEL

As part of our regional resource pool, you are expected to travel as and when required for business purposes. Appropriate travel approvals are required before travelling.

#### 4. WORKING HOURS AND ATTENDANCE

All employees shall work a 5-day week of forty hours (excluding meal breaks) per week.

Mondays to Fridays: 9 hours (including lunch break) / Lunch Period :1 hour

You may, however, be required to work overtime from time to time, on weekends or public holidays as required for business needs. The Management reserves the right to change/amend the said working days/hours as and when it is required.

# US Solutions

Mail.Id. ussolutions1987@gmail.com

Contact: 7598637148

Ref No:US Solutions/HR/July

Date: 01 .07.2023

Dear PRIYADHARSHINI .M

Sub: Job Offer Letter

We are pleased to offer you to position **Computer Operator** in **BLOCK DEVELOPMENT OFFICE** Agency located at **MADUKARAI BLOCK PANCHAYAT Office Coimbatore.**

As discussed and agreed with you ,you will be eligible to receive the following beginning on your joining date:

**.Salary:Monthly basic** subject to tax and other statutory deductions.

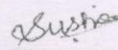
Please send a signed copy of this letter indicating your acceptance to our HR.Your acceptance to our HR.Your Appointment Letter will be issued on the date of joining .The joining formalities and induction will be carried out **BLOCK DEVELOPMENT Agency at office in Coimbatore.**

Please submit the following to HR at the time of your joining:(1)Photo copies of your certificates(2)Two color passport size photos and (3) Proof of address

We look forward to welcome you aboard.

Sincerely,

**For US SOLUTIONS**

  
**PROPRIETOR**

July 03, 2023

Dear Srivarshini K,

EFI India, a wholly owned subsidiary of EFI Inc., is pleased to offer you the position of Contractor on direct contract reporting to Palaniyappan V in the Fiery Division of EFI.

The assignment is scheduled to begin on July 10, 2023 and is expected to last for 12 months.

Compensation for this position will be billed at INR 33,333.33 /- per month.

A detailed Master Services Agreement will be provided to you at the time of joining.

Should you have any questions at all, please do not hesitate to contact Kiran Sankanur at Kiran.sankanur@efi.com

For and on behalf of

EFI India Pvt Ltd

Jayotsana Bedi

Vice President-Human Resources



EFI INDIA PRIVATE LIMITED  
Company of EFI Inc.  
Kalyani Plaza, 4<sup>th</sup> Floor  
Block - 1, No 24, EPP Zone  
Phase 2, Whitefield  
Bangalore 560066  
Karnataka, India

Tel: +91 80 57681000

Fax: +91 80 57681100

www.efi.com

CIN - LK4102XAL966PTC028659

July 03, 2023

Dear Akshaya B,

EFI India, a wholly owned subsidiary of EFI Inc., is pleased to offer you the position of Contractor on direct contract reporting to Palaniyappan V in the Fiery Division of EFI.

The assignment is scheduled to begin on July 10, 2023 and is expected to last for 12 Months.

Compensation for this position will be billed at INR 33,333.00/- per month.

A detailed Master Services Agreement will be provided to you at the time of joining.

Should you have any questions at all, please do not hesitate to contact Kiran Sankarur at [Kiran.sankarur@efi.com](mailto:Kiran.sankarur@efi.com)

For and on behalf of

EFI India Pvt Ltd

Jayotsana Bed

Vice President-Human Resources

**efi**

EFI INDIA PRIVATE LIMITED  
Company of EFI Inc.  
Kalyani Patna, 4<sup>th</sup> Floor  
Block - 1, No 24, EPF Zone  
Phase 2, Whitefield  
Bangalore 560066  
kalyanika@efi.com  
Tel: +91 80 6 2681000  
Fax: +91 80 6 2681100  
www.efi.com  
DIN: USA020KAS398PT002909

June 27, 2023

Ms. K G Priyadharshini  
2, Annai Illam,  
Sree Sakthi Vinayagar Nagar, Gobichettipalayam  
Erode - 638452

Dear Priyadharshini,

Welcome to Lumina Datamatics, the 5<sup>th</sup> largest company in the eContent and eCommerce space worldwide with operations spread over three geographies, viz. India, Europe and USA. **Lumina Datamatics** is a trusted partner to several Fortune 500 companies in the global publishing and retail industries, addressing their needs in content, technology and commerce.

This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of "Trainee" in the grade "TR" at our Chennai location.

On Joining, your all-inclusive Cost to the Company (CTC) will be **Rs.300000/-** per annum (subject to deduction of tax and other statutory payments as may be applicable) as per Annexure A.

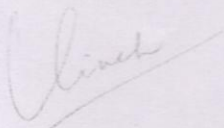
This employment is subject to **professional reference checks and documentary evidences** of your previous employments. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

You are required to join the services of the Company at the earliest, but in any case not later than **July 17, 2023**.

You shall be given a detailed letter of appointment on the date of joining. Please sign and return the duplicate copy of this letter as an acceptance of the offer.

Thanking you and looking forward to having you with us.

Yours truly,  
For Lumina Datamatics Limited



Vivek Viswanathan  
Deputy General Manager - Human Resources

I agree and accept employment and will report for duty on \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lumina Datamatics Limited

12th Floor, Phase II (Crest), Ascendas International Tech Park, CSIR Road, Taramani, Chennai – 600 113, Tamil Nadu, India.

Regd. Office: Unit No. 117-120, SDF IV, SEEPZ-SEZ, Andheri (East), Mumbai – 400 096, Maharashtra, India.

CIN: U22220MH2007PLC322853



Divers  
Impact  
Award 2022



Innovat  
HR Prac  
Award 2022



Best  
Employer  
Award A  
2022



IMC Dig  
Technol  
Award 2022

ANNEXURE 'A'

Name	K G Priyadharshini	
Grade	TR	
Designation	Trainee	
Department	Professional	
<b>Components</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic	11250	135000
HRA	5625	67500
Statutory Bonus*	1000	12000
Retention Bonus**	2000	24000
Personal Allowance	2784	33408
<b>Total Gross (A)</b>	<b>22659</b>	<b>271908</b>
<b>Company Contribution</b>		
EPF Contribution	1800	21600
Gratuity@ 4.8% on Basic	541	6492
<b>Total (B)</b>	<b>2341</b>	<b>28092</b>
<b>Total CTC (A+B)</b>	<b>25000</b>	<b>300000</b>

\*If the Bonus Act be revised in regards to the salary limit, then the company can set off or make appropriate additional adjustment from House Rent Allowance towards the bonus payable to you subsequent to the amendments of the payment of Bonus Act.

\*\*Retention Bonus is eligible on completing 12 months of service from your joining date. However RB paid in advance is fully recoverable and have to be refunded on separation from the services before completing 12 months of service from joining date.

**Benefits:**

- a) Insurance as per company policy
- b) Gratuity as per company policy



प्रतिभूति मुद्रणालय/SECURITY PRINTING PRESS  
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टकसाल कम्पाउण्ड : सैफाबाद/Mint Compound : Saifabad  
हैदराबाद/HYDERABAD-500 063, तेलंगाना राज्य/TELANGANA STATE

टेलि/Tele: (+) 91-40-23253606

फैक्स/Fax: (-) 91-40-23456687

ई-मेल/E-mail: spp.hyd@spmcil.com

No.SPP/HR/SAP ID.23017/2023-24/ 367

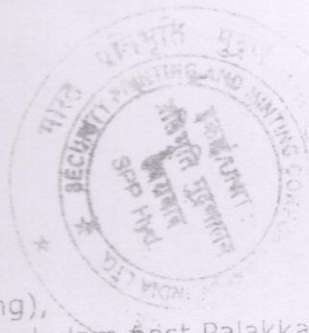
Date:05-05-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms Sujitha C. S, (D/o Shri Sudevan), E.No. ID.23017 has joined in this Organization on 13.02.2023 as Jr. Technician (Printing) at W-1 level in IDA pattern Pay Scale of Rs.18,780-67,390/-. Presently she is under probation period for one year. Based on her request, she has been granted 2 month's leave w.e.f 03.04.2023 to 03.06.2023 for appearing Final Semester Examination of Bachelor of Engineering in Printing Technology at Avinashilingam Institute for home science and higher education for women and her probation period may be extended to the extent of leave period. Her attendance may be condoned to the extent of service rendered in this Unit.

This certificate is being issued to the above employee on her own request for submitting the same to the College/University Authorities.

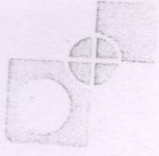
To  
Ms Sujitha C S,  
E.No.23017,  
Jr. Technician (Printing),  
Chelakkad House, Cherkulam post, Palakkad,  
Kerala-678572.



(A. Durga Prasad)  
Jt. General Manager (HR)&HOO  
श्री. दुर्गा प्रसाद / A. Durga Prasad  
ज.म.प्र(सा.स.) एवं का. अ/ J.G.M. (HR) & HOO  
प्रतिभूति मुद्रणालय / Security Printing Press  
हैदराबाद / Hyderabad - 500 063 (ते.रा./T.S.)

निगम कार्यालय भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड, मिनेरल श्रेणी-1 सोपीएसई, भारत सरकार के पूर्ण स्वामित्वाधीन, 16<sup>th</sup> फ्लोर, जवाहर व्यापार भवन, जनघंघ, नई दिल्ली-110001 Corp. Office: Security Printing and Minting Corporation of India Limited, Minerala Category-I, CPSE (Wholly owned by GOI), 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001 निगम पहचान संख्या/Corporate Identity Number (सीआईएन/CIN): U22213DL2006GOI144763 टेलि/Tel:011-23701225-26, 011-43582200 फैक्स/Fax:011-23701223 ई-मेल/Email:info@spmcil.com





प्रतिभूति मुद्रणालय/SECURITY PRINTING PRESS  
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दफ्तार कम्पाउण्ड : सैफाकाद/Mint Compound : Saifabad  
हैदराबाद/HYDERABAD-500 063, तेलंगाना राज्य/T.S.

टेली. Tel: (+) 91-40-23253606 फैक्स/Fax: (+) 91-40-23456687 ई-मेल E-mail: spp@spmciil.com  
No SPP/HR/2022-23/Rectt./ 383  
Date: 19-01-2023

To,  
Shri JYOTHIKA P J,  
PULIKKAL HOUSE, CHERUKULAM POST, KOTTAYI, PALAKKAD, KERALA-678572.

Sub: Offer of Appointment to the post of Jr. Technician (Printing/Control)  
at W-1 level in the Pay-Scale of ₹ 18780- 67390/- (revised) in I.D A.  
Pattern.

Ref: (a) SPP/HR/Recruitment/2022-23/1981(Advertisement No. 01/2022),  
dtd. 01.10.2022.

(b) Roll No.1110000095.

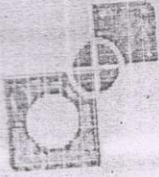
Sir,

With reference to your application and consequent upon qualifying in the  
online test conducted on 04-12-2022 and subsequent Document verification on  
10.01.2023, this Unit is pleased to appoint you as Jr. Technician  
(Printing/Control) at W-1 level in the Pay-Scale of ₹ 18780- 67390/-  
(revised) in IDA Pattern.

2. It is also informed that your candidature is considered by the Security  
Printing Press, Hyderabad and selected you for the above post provisionally subject  
to the acceptance of terms & conditions mentioned in the Annexure-1 enclosed.

3. The terms & conditions outlined herein are subject to change according to the  
SPMCIL Rules and Regulations, which are in force and which would be brought into  
force from time to time by the Management, at its discretion.

निगम कार्यालय: भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड, इंडिया लिमिटेड, सैफाकाद, हैदराबाद, तेलंगाना राज्य, भारत.  
न-पथ नई दिल्ली - 20001  
Coor. Office: Security Printing and Minting Corporation of India Limited, Mint Compound, Saifabad, Hyderabad, Telangana State, India.  
Jyothika Pyakar Bhawan, Jyothika, New Delhi-110001  
निगम पहचान नंबर/Corporate Identity Number (सीआईएन/CIN): U22213D120066G01144763  
देली: Tel.011-23701225-26, 011-43582200 फैक्स/Fax:011-23701223 ई-मेल/Email: spp@spmciil.com



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Jal Road, Nashik Road 422101 (Maharashtra)

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ISO 9001:2004 & ISO 14001 Certified Unit

EPABX] [00-91-253-2463730-39, G.M. Office 00-91-253-2461471, Fax No. 00-91-253-2

Website: <http://cpnashik.spnail.com>  
E-mail: [info@cpnashik.spnail.com](mailto:info@cpnashik.spnail.com)

No. Chapm/Mr. No./ESG-1-17/2805

Dated 20 10 2022

## NO OBJECTION CERTIFICATE / NO OBJECTION CERTIFICATE

Kumari Surya KS (Supervisor T.P.), vide application dated 17 10 2022  
It is informed that she is pursuing degree course (B.E. Last Year) from Avinashilingam  
University Coimbatore, Tamil Nadu.

Kumari Surya KS, (Supervisor T.P) is hereby permitted by the Competent Authority for  
the course (B.E. Last Year) subject to the following conditions, provided she discharges her  
professional responsibilities and her day-to-day functioning due to this course. And there should not  
be any hindrance to the work of the program

- (a) Permission can be withdrawn on urgent need of work.
- (b) It shall not interfere with official work. (c) shall not be eligible for earned leave for preparation for the examination
- (d) inform the office in advance about the date of examination
- (m) inform the office about the qualification of the course. (f) shall not claim any monetary benefit and promotion on attaining merit

*(Handwritten signature)*  
20/10/22

(Naween Kumar/ Naween Kumar)  
Deputy General Manager (M.S) / DGM (M.S)  
Chief General Manager for / For CGM

Prati  
Kumari Surya KS  
(Supervisor T.P.) Chapmu

Registered Office 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi  
110001. Regd. Office 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001  
Tel No 00-91-11-23701225-26, 011-43582200 & 23701141-42 Fax No. 00-91-11-23701223 Email: [info@cpnashik.spnail.com](mailto:info@cpnashik.spnail.com)

"We welcome Hindi correspondence."

Translated  
of Permit



## Offer Letter

Dated: **12<sup>th</sup> July 2023**

Dear **Karishma B**,

We are pleased to offer you the position of **Trainee - Product Engineer** at Tagit India Pvt Ltd., India.

### **Commencement Date**

Your appointment shall commence on **02<sup>nd</sup> August 2023** or earlier at Tagit India Pvt Ltd.

### **Location**

You will be based at **Chennai**, India and maybe required to work from other locations where Tagit offices are located.

### **Remuneration**

Your annual CTC will be **INR 4,50,000.00/- (Rupees Four Lakh Fifty Thousand Only)** per annum on a cost to company basis, this includes your Basic, HRA, Education, LTA, Telephone allowance, PDA allowance, gratuity and medical insurance, company's contribution to Provident Fund, the detailed breakup of which will be given to you on your joining the Organization. Provident fund will be paid as per the Act and Bonus and other incentives would be given as per the Policy outlined by Tagit India Pvt Ltd.

You will be appointed as **Trainee - Product Engineer** and will be reporting to the Project Manager.

The detailed Service Agreement governing the terms and conditions of your employment will be issued to you on your joining the company.

### **Acceptance**

**Karishma B**, we welcome you to Tagit and look forward to a long and rewarding career with us. Please confirm your acceptance to the undersigned by 17<sup>th</sup> July 2023.

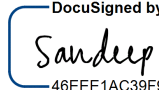
**For Tagit India Pvt Ltd.**

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**Saveetha Lakshmanan**

**Head – Human Resources**

**For Tagit India Pvt. Ltd**

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**Sandeep Bagaria**

**CEO**

**Accepted**

**Karishma B**

**Date:**

Regd. Office:  
Tagit (India) Private Limited  
6th Floor, Tower-B, Tek Meadows,  
No.51, Rajiv Gandhi Salai, (OMR), Sholinganallur,  
Chennai - 600 119.

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