5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Letter of Employment

Strictly Confidential

September 17, 2019

Dear Bharathi S P,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 01, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

GENERAL TERMS AND CONDITIONS OF SERVICE

1. Place of Work:

You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. Timings:

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. Probation:

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. Hours of Work and Paid Holidays:

You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. Leave:

ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and **upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. Provident Fund and Gratuity:

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. Insurance Plan:

- **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
- **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
- **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
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8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employese's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

ATMECS Technologies Pvt. Ltd.,
2nd & 3rd Floor, 99LH, Lanco Hills Technology Park (P) Ltd., Manikonda, Hyderabad - 500 089.
www.atmecs.com Phone : 040-67681210 CIN: U72900KA2013PTC071215

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Annexure I

Name : **Bharathi S P**

Designation : **Trainee - Software Engineer**

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (*Payable monthly*)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

WORK INTEGRATED MTECH PROGRAM

Dear **Bharathi S P,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

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www.atmecs.com Phone : 040-67681210 CIN: U72900KA2013PTC071215

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
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- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I **Bharathi S P** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : _____

Name: Bharathi S P

Address:

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Letter of Employment

Strictly Confidential

September 17, 2019

Dear Diwakar P,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 01, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

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For ATMECS Technologies Private Limited,

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Senior Manager - Talent Acquisition

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ATMECS™
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5.2.1. Average percentage of placement of outgoing students during the last five years

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Passionate Minds

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www.atmecs.com Phone : 040-67681210 CIN: U72900KA2013PTC071215

5.2.1. Average percentage of placement of outgoing students during the last five years

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- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

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5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Annexure I

Name : Diwakar P

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
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NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

WORK INTEGRATED MTECH PROGRAM

Dear **Diwakar P,**

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Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

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Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

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I **Diwakar P** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : _____

Name: Diwakar P

Address:

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Letter of Employment

Strictly Confidential

September 17, 2019

Dear Gowtham M,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 01, 2020"**.

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It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employese's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

ATMECS Technologies Pvt. Ltd.,
2nd & 3rd Floor, 99LH, Lanco Hills Technology Park (P) Ltd., Manikonda, Hyderabad - 500 089.
www.atmecs.com Phone : 040-67681210 CIN: U72900KA2013PTC071215

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
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Annexure I

Name : Gowtham M

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus *(Payable monthly)*	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

WORK INTEGRATED MTECH PROGRAM

Dear **Gowtham M,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

ATMECS Technologies Pvt. Ltd.,
2nd & 3rd Floor, 99LH, Lanco Hills Technology Park (P) Ltd., Manikonda, Hyderabad - 500 089.
www.atmecs.com Phone : 040-67681210 CIN: U72900KA2013PTC071215

5.2.1. Average percentage of placement of outgoing students during the last five years

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- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I **Gowtham M** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : _____

Name: Gowtham M

Address:

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Letter of Employment

Strictly Confidential

September 17, 2019

Dear Ishaq Ahamed K,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 01, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**

You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**

You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**

ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and **upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. **Provident Fund and Gratuity:**

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Passionate Minds

8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employese's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

5.2.1. Average percentage of placement of outgoing students during the last five years

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13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Annexure I

Name : Ishaq Ahamed K

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus *(Payable monthly)*	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

WORK INTEGRATED MTECH PROGRAM

Dear **Ishaq Ahamed K,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

ATMECS Technologies Pvt. Ltd.,
2nd & 3rd Floor, 99LH, Lanco Hills Technology Park (P) Ltd., Manikonda, Hyderabad - 500 089.
www.atmecs.com Phone : 040-67681210 CIN: U72900KA2013PTC071215

5.2.1. Average percentage of placement of outgoing students during the last five years

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- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I **Ishaq Ahamed K** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : _____

Name: Ishaq Ahamed K

Address:

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Letter of Employment

Strictly Confidential

September 17, 2019

Dear Ismail Faris I,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 01, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
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GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**

You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**

You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**

ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and **upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. **Provident Fund and Gratuity:**

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employese's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

5.2.1. Average percentage of placement of outgoing students during the last five years

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13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Annexure I

Name : Ismail Faris I

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus (*Payable monthly*)	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

WORK INTEGRATED MTECH PROGRAM

Dear **Ismail Faris I,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

ATMECS Technologies Pvt. Ltd.,
2nd & 3rd Floor, 99LH, Lanco Hills Technology Park (P) Ltd., Manikonda, Hyderabad - 500 089.
www.atmecs.com Phone : 040-67681210 CIN: U72900KA2013PTC071215

5.2.1. Average percentage of placement of outgoing students during the last five years

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- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I **Ismail Faris I** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : _____

Name: Ismail Faris I

Address:

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

5.2.1. Average percentage of placement of outgoing students during the last five years

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Letter of Employment

Strictly Confidential

September 17, 2019

Dear Syed Masood Divan Oli M,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 01, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
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GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**

You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**

You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**

ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and **upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. **Provident Fund and Gratuity:**

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employese's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

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www.atmecs.com Phone : 040-67681210 CIN: U72900KA2013PTC071215

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
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13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

17. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure I

Name : Syed Masood Divan Oli M

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus *(Payable monthly)*	1,250	15,000
3	Employer PF Contribution	1,800	21,600
4	Gratuity as per Gratuity Act	300	3,600
5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

WORK INTEGRATED MTECH PROGRAM

Dear **Syed Masood Divan Oli M,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I **Syed Masood Divan Oli M** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : _____

Name: Syed Masood Divan Oli M

Address:

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
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Letter of Employment

Strictly Confidential

September 17, 2019

Dear F Thasneem,

Congratulations! Further to your application for employment with ATMECS, and the subsequent selection process, we are pleased to extend an offer as **"Trainee - Software Engineer"**.

The work location will be in Bangalore, India, and you would be joining us on or before **"June 01, 2020"**.

You will be on probation for a period of six months from the date of joining and the confirmation will be entirely based on performance during the probation period.

You are offered annual CTC of **Rs. 250,000/- (Two Lakh Fifty Thousand Only).** A detailed salary structure, allowances and benefits are mentioned in the Annexure I. You are also eligible for medical insurance, Provident Fund and Gratuity. Enclosed are the detailed terms and conditions of the employment with ATMECS.

Your employment will be governed by the rules, regulations and policies of the ATMECS.

The terms of this offer letter shall remain confidential and are not to be disclosed.

Welcome to ATMECS Technologies. We wish you a rewarding and fulfilling career and look forward to your joining.

Yours Sincerely,

For ATMECS Technologies Private Limited,

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
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GENERAL TERMS AND CONDITIONS OF SERVICE

1. **Place of Work:**

You will be based at Bangalore, India and are required to work in any of our establishments within the Republic of India as may be directed by the management from time to time and are liable to be transferred to any department, office or establishment forming part of our organization or our associates. You may be required to travel to various Indian as well as overseas centres for work assigned based on the business need.

2. **Timings:**

Standard working hours will be from 9:30 a.m. to 6:30 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. If you are in a client-facing team, your holidays will be according to the work plan, which will be informed to you by the concerned Manager.

3. **Probation:**

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend or reduce this period if required which is purely based on your performance.

4. **Hours of Work and Paid Holidays:**

You will abide by the working hours, weekly offs and paid holidays of ATMECS, office or establishment where you are posted from time to time.

5. **Leave:**

ATMECS follows calendar year for Leaves. Employee's are entitled for 2 days of privilege leave. The 2 days leave will be credited to respective leave balance at the begining of each month, and **upto a maximum of 24 working days per annum.** An employee may avail the privilege leave in a planned manner in consultation with his/her Manager. Excess leave in addition to the accrued leave taken by an employee during the month will be treated as Leave without Pay (Loss Of Pay), and the number of LOP in a month will be adjusted along with the monthly salary of that particular month itself.

6. **Provident Fund and Gratuity:**

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

7. **Insurance Plan:**
   - **Life Insurance :** You will be eligible for the ATMECS Life insurance plan with a coverage of INR 25,00,000.
   - **Personal Accident Insurance – Life and Disability:** You will be eligible for the ATMECS Personal Accident Plan with a coverage of INR 25,00,000.
   - **Parental Group Health Insurance :** You may choose to include your parents to Group Health Insurance at an additional cost.

These benefits are covered from your start date with the Company and are provided at the discretion of the Company which may be subject to alteration from time to time. Complete details can be obtained from the Human Resources department on joining the company.

5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the ATMECS operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

9. Background Checks:

ATMECS, at its discretion will conduct background checks prior to or after your joining date, to validate your identity, address, education, work experience and criminal checks by a third party. You will explicitly declare consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II.

When a background check raises any concerns regarding any of the details furnished by you and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. ATMECS reserves the right to terminate without notice, the letter of employment, at any point during the course of employment, if the background verification report is found incongruent with the information and credentials provided by you. In such an eventuality, ATMECS shall require you to refund the monetary benefit paid, including re-imbursements, as applicable.

10. Inventions:

If you alone or jointly with any other employee or employese's, acquire or devise any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

11. Mobility

During your employment with the Company, the Company may at any time, at its sole discretion, transfer or depute you to any other departments of the Company or to any division, customer / client of the Company in India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or client site in addition to the terms and conditions mentioned herein

12. Separation from employment:

On separation from the company at your discretion, you will have to provide 3 months' notice to ATMECS. The company will have the discretion to relieve you only on completion of the present project/ at the end of the notice period.

Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Terms and conditions are applicable as per ATMECS Separation policy.

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

13. Non-compete agreement:

On separation from ATMECS, you will not approach / work with any of the ATMECS clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from ATMECS. In case of violation, ATMECS will have the option to pursue legal recourse.

14. Penalty:

Employee has to serve the notice period mandated by the company in the above mentioned clause. If he or she is leaving the job without completing the notice period, he or she has to pay the penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by him/ her.

15. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

16. General:

- You will be responsible for the safe keeping and return in good condition of all company properties including IT and Non-IT. Company has right to deduct the value from salary and take action as deem proper in the event of failure to account for such property to company satisfaction.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek companies written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with ATMECS and for 1 complete year after the separation.

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Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

Annexure I

Name : F Thasneem

Designation : Trainee - Software Engineer

Please find below your Compensation Break-up:

S No	Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Salary	6,250	75,000
2	Statutory Bonus *(Payable monthly)*	1,250	15,000
3	Employer PF Contribution	1,800	21,600
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5	Special Allowance	11,233	134,800
	Total Remuneration	**20,833**	**250,000**

NARESH NUTHULAPATI
Senior Manager - Talent Acquisition

SANJAY KUMAR SINGH
Vice President – Engineering

5.2.1. Average percentage of placement of outgoing students during the last five years

ATMECS™
Passionate Minds

WORK INTEGRATED MTECH PROGRAM

Dear **F Thasneem,**

Congratulations on your selection into Work Integrated MTech Program!

As a Trainee Engineer, you are entitled to pursue Work Integrated MTech Program in Software Systems from Birla Institute of Technology and Sciences, Pilani upon successful completion of the probation period.

Course Details

Work Integrated MTech Program is an 8-semester (4 Years) off-campus collaborative program with Birla Institute of Technology and Science (BITS), Pilani, the institute which is recognized as one of the premier education institutes of the country.

Unless the company extends the period of your study in writing, your enrollment would automatically terminate at the end of the stated 4 Years (48 months).

As a Trainee Engineer, you will involve working in one of ATMECS's vast array of cutting edge projects on the week days from Monday to Friday, and attend classes over the weekend. The classes will commence in ATMECS premises.

Work Integrated MTech program is fully recognized and treated at par with a full-time Masters degree from BITS Pilani.

Course Fee

ATMECS invests greatly in employees personal growth by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a fixed compensation as briefed in Annexure I of the appointment letter.

Keeping in mind cost incurred by ATMECS in training you, the agreement would require that, should you discontinue the program either during the probation period or within the agreement period of 4 Years commencing from your program joining date, unless and otherwise at the sole discretion of ATMECS, you will be required to pay liquidated damages equivalent to the course fee and penalty for incurring losses & damages caused to the organization due to the incompletion of projects or assignments handled by you.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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- During the program, you will be governed by ATMECS regulations and instructions from time to time, in relation to conduct, discipline and other matters.
- During the program, we would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student would be required.
- During the program and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particular or details or work – process, which you may come across during your academic study.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including but not limited to computer software) solely or jointly with others in relation to the operation of the program, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to facilitate the assignment of such intellectual property rights with the company.

I **F Thasneem** agree and accept the terms mentioned in this offer of employment with ATMECS Technologies India Private Limited.

(EMPLOYEE)

Signature : _____

Name: F Thasneem

Address:

(EMPLOYER)

Signature : _____

Name: SANJAY KUMAR SINGH

Address: ATMECS Technologies Pvt. Ltd
2nd & 3rd Floor, 4th (Quadrant), Lanco Hills
Technology Park, Manikonda,
Hyderabad 500 089

5.2.1. Average percentage of placement of outgoing students during the last five years

Gmail — JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com>

Shortlisted Candidates for the AM_CSO Selection Drive held on_17-Dec-19

Manikandan5 <Manikandan5@axisbank.com> Thu, Dec 26, 2019 at 7:55 PM
To: JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com>
Cc: Shabeer Ahemed S <Shabeerahemed.S@axisbank.com>, Priyadharrsini M <Priyadharrsini.M@axisbank.com>, Balasubramanian Arumugam <Balasubramanian.Arumugam@axisbank.com>

Dear Kumaraguru,

Ref to the recently held selection process at your campus, We are happy to share the list of shortlisted candidates for the role of AM - CSO. Please note that this shortlisting is governed by the requirements mentioned below, in this mailer.

S.No	Candidate Name	Contact No	E-Mail Id	College Name
1	SARAVANAN MARIMUTHU	8220646423	SARAVANANMARI60@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
2	VASUDEVAN	8526405582	VASUDEVAN5496@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
3	KARPAGAM KUMAR	6382127319	KARPAGAMKUMAR26@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
4	VENKARAMAN S G	8508164422	SRIRAMS310@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
5	MEEGA ANNABACKIYAM JAYARAJ J	8220641685	MEEGAJESUS696@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
6	CHRIS ABIGAYIL A	9500547640	ABIANTONY1996@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
7	SRINITHI A	9751090797	ASRINITHI797@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
8	KEERTHANA	9514344002	SWEETPIEKEERTHU@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
9	DEIVANAI	8870653166	ANUKANI177@GMAIL.COM	SARANATHAN COLLEGE OF ENGINEERING
10	JAYAPRAKASH V	6383202139	JAIPRAKASH71191@GMAIL.COM	MIET ENGINEERING COLLEGE
11	PADMAJAA MO	9597455674	PADMAJA1495@GMAIL.COM	MIET ENGINEERING COLLEGE
12	HARISHWAR B	9003572505	HARISHWAR.BH@GMAIL.COM	HALLMARK BUSINESS SCHOOL
13	RAJESH R	8610174541	VAHULRAJESH330@GMAIL.COM	HALLMARK BUSINESS SCHOOL
14	PRADEEPA R	8524912105	PRADEE96RADHA@GMAIL.COM	HALLMARK BUSINESS SCHOOL
15	ARUNDATHI G	6382683041	ARUNDATHIBCA@GMAIL.COM	HALLMARK BUSINESS SCHOOL
16	BEER SAMEER M	8248807262	SAMMYSAMEER904@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
17	ABDUL RASIK L	9600590209	ABDUL.RASIK0314@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
18	VASANTH R	8190820530	VSANTHRAJENDIRANN@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
19	KRISHNAKUMAR M	9994280358	TMKKUAR97@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
20	JASIM ABDUL KAREEM R	9003422669	JASIM.AK23@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
21	HAJEERA BANU M	8825661692	HAJEERAFIQ31@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
22	SUGHA P	7010865610	SUGHA.P1995@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
23	GAYATHRI S	9943889314	GAYATHRIDG20@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
24	VINODHINI K	9952562758	VINUVJS615@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
25	RAJARAJESWARI	9597932661	RAJIKARTHI666@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
26	THARIKKA SRI T	7826060276	THARA4397@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
27	MOHAMED FAIZAL	9080142617	FAIZALSALAM98@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
28	SHAHUL HAMEED M	8940167171	SHAHULHAMEED1150@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
29	RAHMAN KHAN B	8667370556	SUHAIBRAHMAN66@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT
30	KATHIRESAN M	9894641087	LOTUSKATHIN007@GMAIL.COM	JAMAL INSITITUTE OF MANAGEMENT

Please note that the shortlisted candidates need to fulfill the below mentioned criteria to be eligible for joining the bank / onboarding post completion of the course,in next FY 2020-21.

1. Should have cleared all the papers including project work (if any)
2. Mandatory documents required (Originals & Self Attested Photo Copies) of - X Marksheet, XII Marksheet, UG Consolidated Marksheet, UG Degree Certificate, PG Consolidated Marksheet,
   PG Degree Certificate, PAN Card, Aadhar Card.
3. In case, if PG degree certificate is not issued by the university at the time of joining, candidates need to submit consolidated mark-sheet and provisional certificate. With an undertaking of submitting the Degree certificate within 40 days from date of joining

5.2.1. Average percentage of placement of outgoing students during the last five years

4. Please ensure name in Aadhar and PAN are correct and same.

If any candidate doesn't meet the criteria mentioned above/not able to furnish any / all of the documents, shall not be considered for joining irrespective of the selection made.
Request you to bring this information to all the candidates and also to the respective campuses / placement offices concerned.

Feel free to call me for any clarifications.

Regards,
Manikandan K
Human Resource
Axis Bank Limited I DB Road, RS Puram I Coimbatore - 641002
Tel: (Direct) +91 0422-2363218

Axis Asset Management | Axis Securities | Axis Capital | Axis Finance | Axis Trustee | Axis Bank UK | Axis Trustee | Axis Bank UK

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

28-May-2020

Dear Nasma Mohamedsha,
B. Sc, Computer Science
Jamal Mohamed College

Candidate ID – 14254327

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Annexure A

Name: Nasma Mohamedsha **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**216,749**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**228,749**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		**252,001**

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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. # 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. Contribution to ESI Wages: 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.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

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.

Login to https://onecognizant.cognizant.com>Total Rewards App for more details

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

HRMD/OFF-LTR/119203098/2020-21 12.08.2020

SELECTION CUM OFFER LETTER

To
Shri. Sivaprakash M,
No.43,EB Road,
Vedathri Nagar,
Trichy-620008.

Dear Sivaprakash M,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as **Associate(Sales & Operations)** in the Jr. Clerical cadre of our bank. You will be, at the time of joining the Bank, designated as '**Trainee Associate**'.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.17,000/-** per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, you will be fitted in the regular scale of pay as applicable to the said Cadre now in force. Your Gross annual total Cost-To-Company (CTC) at maximum payout will be **Rs.4,23,552/-** per year based on the Dearness Allowance (DA) applicable now. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this Offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programmeas a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

V.Gopalakrishnan
Deputy General Manager
HR&BD
Encl.: Annexure to the offer (as applicable to you).

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; **Email:** placement@cityunionbank.in

5.2.1. Average percentage of placement of outgoing students during the last five years

CUB CITY UNION BANK

Annexure-I to your Offer of Employment [HRMD/OFF-LTR/119203098/2020-21] as Associate in the Jr.Clerical cadre

Presented here are the terms and conditions that refer to our offer of employment to you. This is to be read in conjunction with your selection cum offer letter.

01. Pre-Induction Programme and On the Job Training

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you.

While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG& PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Trainee Associate** and you will be required to undergo on the job training for a period of six months. On successful completion of the on the job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year.You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon receiving your appointment order and joining your place of posting, you will be required to place a fixed deposit in your name for Rs.50,000/- as security deposit towards cost of training and recruitment for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.50,000/- in your name and discharging the same to the Bank.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as **Probationary Associate**. You will be fitted in the regular scale of pay as applicable to the said Cadre now in force, as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1st day of the month succeeding completion of probation period Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc.

However, on the sole discretion of the Management, if further observations and assessments are considered necessary, the Bank may extend periods of probation.

03. Leave:
The bank provides its employees with different types of leave during different stages of your career as per the leave policy applicable in force at the time.

Leave During On the Job Training Period
Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave and Sick leave as mentioned in the table below. For confirmed employees, Casual leave, Sick leave and Privilege leave will be given as mentioned in the table. However these leaves will be governed by **the leave rules of the Bank**.

Period/Leave type	Casual Leave	Sick Leave	Privilege Leave
Probation	15 days	15 days	-
Every year after confirmation	15 days	15 days	33 days

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

04. Transfers& Mobility:

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

05. Increments& Promotions:

The Annual Increments are eligible after completion of probation / confirmation and as per the policy of the Bank, modified from time to time.

Your career growth with the Bank will depend solely on your performance and contribution to the Bank. While promotion eligibility is determined on the promotion policy that is framed from time to time, based on the Bank's requirements, promotions can also be given out of turn, to those employees who perform exceptionally and contribute to the Bank's growth.

06. Group Health Insurance Scheme

Upon entering probation, you will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance provider and may be revised from time to time.

07. Notice Period:

During On the Job Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion. In addition you will also required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

After Confirmation

If you choose to discontinue your services with the Bank for any reason after your confirmation, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion.

NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.

8. Termination without Notice

The Management reserves its right to terminate your services at any time during your entire service (ie, On the job training / On Probation or after probation) without assigning any reason therefor.

If during the period of your entire service, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during your entire service. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

9. Other Terms & Conditions:

- You should not undertake employment, whether full-time or part-time, as the Director / Partner/ Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The employment/ profession/ business of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to change from time to time.
- You will keep us informed of any change in your residential address and the place of contact, in case, you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- You shall not at any time during your employment and / or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees, without the prior written consent from the Management. In such an event, the Bank reserves its right to proceed against you.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.
- The above terms and conditions are supplementary to the general conditions in the service agreement to be executed by you separately.

The terms and conditions set out in this Offer letter, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the Offer letter on or before 25.08.2020.

Welcome to the CUB family.

With regards

V.Gopalakrishnan
Deputy General Manager
HR& BD

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the offer.

Signature

Name: _____ Date: _____

Place: _____

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Annexure-II to your Offer of Employment [HRMD/OFF-LTR/119203098/2020-21] as Associate in the Jr.Clerical cadre

Compensation during Training period

COMPENSATION DETAILS		
Name	**Shri. Sivaprakash M**	
Cadre	**Jr. Clerical Cadre**	
Designation	**Trainee Associate**	
CTC COMPONENTS (All figures in Rs.)		
Component	**Per Month**	**Per Year**
Basic	4,000/-	48,000/-
HRA(Fixed)	3,000/-	36,000/-
Trainee Allw.	10,000/-	1,20,000/-
Gross	17,000/-	2,04,000/-
MGMT Contribution to PF	400/-	4,800/-
CTC	17,400/-	2,08,800/-

Compensation during Probation period

COMPENSATION DETAILS		
Name	**Shri. Sivaprakash M**	
Cadre	**Jr. Clerical Cadre**	
Designation	**Probationary Associate**	
Scale of Pay	8900 – 550/6 – 12200– 750/4 – 15200 – 900/3 – 17900– 1000/4 – 21900	
CTC COMPONENTS (All figures in Rs.)		
Component	**Per Month**	**Per Year**
Basic	8,900/-	1,06,800/-
Dearness Allowance (Revised quarterly)[1]	8,295/-	99,540/-
Sales and Ops Allw/Back Office Allw.	2,000/-	24,000/-
HRA (Variable based on place of work)[2]	1,308/-	15,696/-
CCA (Variable based on place of work)[2]	654/-	7,848/-
Transport Allowance	1,200/-	14,400/-
Newspapers Allowance	450/-	5,400/-
Education Allowance	550/-	6,600/-
Refreshment Allowance	600/-	7,200/-
OT/Supervisory Allowance	348/-	4,176/-
Telephone Allowance	150/-	1,800/-
Medical Aid	1,000/-	12,000/-
Gross Salary	**25,455/-**	**3,05,460/-**
Performance Linked Pay at Max. Payout (PLP% of Basic)[3]	1,780/-	21,360/-
Group Health Insurance	700/-	8,400/-
PF – Management Contribution	1,567/-	18,804/-
Pension - Management Contribution[4]	627/-	7,524/-
Bonus/Ex-Gratia[5]	5,167/-	62,004/-
CTC	**35,296/-**	**4,23,552/-**

5.2.1. Average percentage of placement of outgoing students during the last five years

CUB CITY UNION BANK

Note:

Compensation and benefits for employees upon entering probation shall be governed by the terms of the memorandum of settlement signed between the Management of the Bank and The City Union Bank Staff Union, from time to time. Compensation for employees during the Trainee period shall solely be determined and revised by the management from time to time as required.

1. **Dearness Allowance:** - as applicable to other employees of the Bank.
2. **HRA and CCA**:- based on your place of posting.
3. **PLP**:- will be paid as a part of the monthly salary at the discretion of the Management and it will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Variable Pay (PLVP) for it's employees at any future date and it is purely based on the performance of the employee.
4. **Pension**:- The bank provides "Employees" 'Pension' as a third retirement benefit in addition to PF and Gratuity.
5. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Other Benefits based on eligibility	
1	Other state allowance for employees working in places other than their home state as per bank rules.
2	Leave Fare Concession (LFC) - as applicable to other employees of the Bank.
3	Staff Housing Loan, Vehicle loan, consumer Loan & other loans at concessional rate and Interest Free Festival Advance as per Bank rules / policies.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

HRMD/OFF-LTR/119200191/2020-21 12.08.2020

SELECTION CUM OFFER LETTER

To
Shri. Faraqudeen S,
No.30, Amman Nagar,
Sundar nagar 5th cross,
Trihy-620021.

Dear Faraqudeen S,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a **Senior Associate (Sales & Operations)** in the Clerical cadre of our bank. You will be, at the time of joining the Bank, designated as '**Trainee Senior Associate**'.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.20,000/-** per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, you will be fitted in the regular scale of pay as applicable to the said Cadre now in force. Your Gross annual total Cost-To-Company (CTC) at maximum pay-out will be **Rs.4,99,272/-** per year based on the Dearness Allowance (DA) applicable now. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this Offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programmeas a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

V.Gopalakrishnan
Deputy General Manager
HR&BD
Encl.: Annexure to the offer (as applicable to you).

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; **Email:** placement@cityunionbank.in

5.2.1. Average percentage of placement of outgoing students during the last five years

CUB CITY UNION BANK

Annexure-I to your Offer of Employment [HRMD/OFF-LTR/119200191/2020-21] as Senior Associate in the Clerical cadre

Presented here are the terms and conditions that refer to our offer of employment to you. This is to be read in conjunction with your selection cum offer letter.

01. Pre-Induction Programme and On the Job Training

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you.

While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG& PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Trainee Senior Associate** and you will be required to undergo on the job training for a period of six months. On successful completion of the on the job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year.You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon receiving your appointment order and joining your place of posting, you will be required to place a fixed deposit in your name for Rs.50,000/- as security deposit towards cost of training and recruitment for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.50,000/- in your name and discharging the same to the Bank.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as **Probationary Senior Associate**. You will be fitted in the regular scale of pay as applicable to the said Cadre now in force, as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1st day of the month succeeding completion of probation period Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc.

However, on the sole discretion of the Management, if further observations and assessments are considered necessary, the Bank may extend periods of probation.

03. Leave:
The bank provides its employees with different types of leave during different stages of your career as per the leave policy applicable in force at the time.

Leave During On the Job Training Period
Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave and Sick leave as mentioned in the table below. For confirmed employees, Casual leave, Sick leave and Privilege leave will be given as mentioned in the table. However these leaves will be governed by **the leave rules of the Bank**.

Period/Leave type	Casual Leave	Sick Leave	Privilege Leave
Probation	15 days	15 days	-
Every year after confirmation	15 days	15 days	33 days

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

04. Transfers& Mobility:

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

05. Increments& Promotions:

The Annual Increments are eligible after completion of probation / confirmation and as per the policy of the Bank, modified from time to time.

Your career growth with the Bank will depend solely on your performance and contribution to the Bank. While promotion eligibility is determined on the promotion policy that is framed from time to time, based on the Bank's requirements, promotions can also be given out of turn, to those employees who perform exceptionally and contribute to the Bank's growth.

06. Group Health Insurance Scheme

Upon entering probation, you will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance provider and may be revised from time to time.

07. Notice Period:

During On the Job Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion. In addition you will also required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

After Confirmation

If you choose to discontinue your services with the Bank for any reason after your confirmation, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion.

NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.

8. Termination without Notice

The Management reserves its right to terminate your services at any time during your entire service (ie, On the job training / On Probation or after probation) without assigning any reason therefor.

If during the period of your entire service, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during your entire service. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

9. Other Terms & Conditions:

- You should not undertake employment, whether full-time or part-time, as the Director / Partner/ Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The employment/ profession/ business of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to change from time to time.
- You will keep us informed of any change in your residential address and the place of contact, in case, you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- You shall not at any time during your employment and / or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees, without the prior written consent from the Management. In such an event, the Bank reserves its right to proceed against you.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.
- The above terms and conditions are supplementary to the general conditions in the service agreement to be executed by you separately.

The terms and conditions set out in this Offer letter, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the Offer letter on or before 25.08.2020.

Welcome to the CUB family.

With regards

V.Gopalakrishnan
Deputy General Manager
HR& BD

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the offer.

Signature

Name: _____ Date: _____

Place: _____

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Annexure-II to your Offer of Employment [HRMD/OFF-LTR/119200191/2020-21] as Senior Associate in the Clerical cadre

Compensation during Training period

COMPENSATION DETAILS			
Name	**Shri. Faraqudeen S**		
Cadre	**Clerical Cadre**		
Designation	**Trainee Senior Associate**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic		5,000/-	60,000/-
HRA(Fixed)		4,000/-	48,000/-
Trainee Allw.		11,000/-	1,32,000/-
Gross		20,000/-	2,40,000/-
MGMT Contribution to PF		500/-	6,000/-
CTC		20,500/-	2,46,000/-

Compensation during Probation period

COMPENSATION DETAILS			
Name	**Shri. Faraqudeen S**		
Cadre	**Clerical Cadre**		
Designation	**Probationary Senior Associate**		
Scale of Pay	11300-650/3-13250-750/3-15500-950/7-22150-1050/3-25300-1150/1-26450		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic		11,300/-	1,35,600/-
Dearness Allowance (Revised quarterly)[1]		10,312/-	1,23,744/-
Sales and Ops Allw/Back Office Allw.		2,250/-	27,000/-
HRA (Variable based on place of work)[2]		1,626/-	19,512/-
CCA (Variable based on place of work)[2]		813/-	9,756/-
Transport Allowance		1,200/-	14,400/-
Newspapers Allowance		450/-	5,400/-
Education Allowance		550/-	6,600/-
Refreshment Allowance		600/-	7,200/-
OT/Supervisory Allowance		442/-	5,304/-
Telephone Allowance		150/-	1,800/-
Medical Aid		1,000/-	12,000/-
Gross Salary		**30,693/-**	**3,68,316/-**
Performance Linked Pay at Max. Payout (PLP% of Basic)[3]		2,260/-	27,120/-
Group Health Insurance		700/-	8,400/-
PF – Management Contribution		1,990/-	23,880/-
Pension - Management Contribution[4]		796/-	9,552/-
Bonus/Ex-Gratia[5]		5,167/-	62,004/-
CTC		**41,606/-**	**4,99,272/-**

5.2.1. Average percentage of placement of outgoing students during the last five years

CUB CITY UNION BANK

Note:

Compensation and benefits for employees upon entering probation shall be governed by the terms of the memorandum of settlement signed between the Management of the Bank and The City Union Bank Staff Union, from time to time. Compensation for employees during the Trainee period shall solely be determined and revised by the management from time to time as required.

1. **Dearness Allowance:** - as applicable to other employees of the Bank.
2. **HRA and CCA**:- based on your place of posting.
3. **PLP**:- will be paid as a part of the monthly salary at the discretion of the Management and it will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Variable Pay (PLVP) for it's employees at any future date and it is purely based on the performance of the employee.
4. **Pension**:- The bank provides "Employees" 'Pension' as a third retirement benefit in addition to PF and Gratuity.
5. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the Financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Other Benefits based on eligibility	
1	Other state allowance for employees working in places other than their home state as per bank rules.
2	Leave Fare Concession (LFC) - as applicable to other employees of the Bank.
3	Staff Housing Loan, Vehicle loan, consumer Loan & other loans at concessional rate and Interest Free Festival Advance as per Bank rules / policies.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

HRMD/OFF-LTR/119200192/2020-21

12.08.2020

SELECTION CUM OFFER LETTER

To
Ms. Revathee R,
No.1/49, Agraharam,
Keelakalkondarkottai,
Trichy-620011.

Dear Revathee R,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a **Senior Associate (Sales & Operations)** in the Clerical cadre of our bank. You will be, at the time of joining the Bank, designated as '**Trainee Senior Associate**'.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.20,000/-** per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, you will be fitted in the regular scale of pay as applicable to the said Cadre now in force. Your Gross annual total Cost-To-Company (CTC) at maximum pay-out will be **Rs.4,99,272/-** per year based on the Dearness Allowance (DA) applicable now. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this Offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programmeas a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

V.Gopalakrishnan
Deputy General Manager
HR&BD
End.: Annexure to the offer (as applicable to you).

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; **Email:** placement@cityunionbank.in

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Annexure-I to your Offer of Employment [HRMD/OFF-LTR/119200192/2020-21] as Senior Associate in the Clerical cadre

Presented here are the terms and conditions that refer to our offer of employment to you. This is to be read in conjunction with your selection cum offer letter.

01. Pre-Induction Programme and On the Job Training

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you.

While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG& PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Trainee Senior Associate** and you will be required to undergo on the job training for a period of six months. On successful completion of the on the job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year.You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon receiving your appointment order and joining your place of posting, you will be required to place a fixed deposit in your name for Rs.50,000/- as security deposit towards cost of training and recruitment for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.50,000/- in your name and discharging the same to the Bank.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as **Probationary Senior Associate**. You will be fitted in the regular scale of pay as applicable to the said Cadre now in force, as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1st day of the month succeeding completion of probation period Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc.

However, on the sole discretion of the Management, if further observations and assessments are considered necessary, the Bank may extend periods of probation.

03. Leave:

The bank provides its employees with different types of leave during different stages of your career as per the leave policy applicable in force at the time.

Leave During On the Job Training Period

Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.

R-Ravichandran

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave and Sick leave as mentioned in the table below. For confirmed employees, Casual leave, Sick leave and Privilege leave will be given as mentioned in the table. However these leaves will be governed by **the leave rules of the Bank.**

Period/Leave type	Casual Leave	Sick Leave	Privilege Leave
Probation	15 days	15 days	-
Every year after confirmation	15 days	15 days	33 days

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

04. Transfers& Mobility:

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

05. Increments& Promotions:

The Annual Increments are eligible after completion of probation / confirmation and as per the policy of the Bank, modified from time to time.

Your career growth with the Bank will depend solely on your performance and contribution to the Bank. While promotion eligibility is determined on the promotion policy that is framed from time to time, based on the Bank's requirements, promotions can also be given out of turn, to those employees who perform exceptionally and contribute to the Bank's growth.

06. Group Health Insurance Scheme

Upon entering probation, you will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance provider and may be revised from time to time.

07. Notice Period:

During On the Job Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion. In addition you will also required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

R. Ravindhu

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

After Confirmation

If you choose to discontinue your services with the Bank for any reason after your confirmation, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion.

NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.

8. Termination without Notice

The Management reserves its right to terminate your services at any time during your entire service (Ie, On the job training / On Probation or after probation) without assigning any reason therefor.

If during the period of your entire service, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during your entire service. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

9. Other Terms & Conditions:

- You should not undertake employment, whether full-time or part-time, as the Director / Partner/ Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The employment/ profession/ business of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to change from time to time.
- You will keep us informed of any change in your residential address and the place of contact, in case, you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- You shall not at any time during your employment and / or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees, without the prior written consent from the Management. In such an event, the Bank reserves its right to proceed against you.

R. Rendhen

5.2.1. Average percentage of placement of outgoing students during the last five years

CUB CITY UNION BANK

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.
- The above terms and conditions are supplementary to the general conditions in the service agreement to be executed by you separately.

The terms and conditions set out in this Offer letter, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the Offer letter on or before 25.08.2020.

Welcome to the CUB family.

With regards

V.Gopalakrishnan
Deputy General Manager
HR& BD

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the offer.

R Revathee

Signature

Name: R.REVATHEE

Date: 16.08.2020

Place: TRICHY

R.Revathee

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Annexure-II to your Offer of Employment [HRMD/OFF-LTR/119200192/2020-21] as Senior Associate in the Clerical cadre

Compensation during Training period

COMPENSATION DETAILS		
Name	Ms. Revathee R	
Cadre	Clerical Cadre	
Designation	Trainee Senior Associate	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic	5,000/-	60,000/-
HRA(Fixed)	4,000/-	48,000/-
Trainee Allw.	11,000/-	1,32,000/-
Gross	20,000/-	2,40,000/-
MGMT Contribution to PF	500/-	6,000/-
CTC	20,500/-	2,46,000/-

Compensation during Probation period

COMPENSATION DETAILS		
Name	Ms. Revathee R	
Cadre	Clerical Cadre	
Designation	Probationary Senior Associate	
Scale of Pay	11300-650/3-13250-750/3-15500-950/7-22150-1050/3-25300-1150/1-26450	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic	11,300/-	1,35,600/-
Dearness Allowance (Revised quarterly)[1]	10,312/-	1,23,744/-
Sales and Ops Allw/Back Office Allw.	2,250/-	27,000/-
HRA (Variable based on place of work)[2]	1,626/-	19,512/-
CCA (Variable based on place of work)[2]	813/-	9,756/-
Transport Allowance	1,200/-	14,400/-
Newspapers Allowance	450/-	5,400/-
Education Allowance	550/-	6,600/-
Refreshment Allowance	600/-	7,200/-
OT/Supervisory Allowance	442/-	5,304/-
Telephone Allowance	150/-	1,800/-
Medical Aid	1,000/-	12,000/-
Gross Salary	**30,693/-**	**3,68,316/-**
Performance Linked Pay at Max. Payout (PLP% of Basic)[3]	2,260/-	27,120/-
Group Health Insurance	700/-	8,400/-
PF – Management Contribution	1,990/-	23,880/-
Pension - Management Contribution[4]	796/-	9,552/-
Bonus/Ex-Gratia[5]	5,167/-	62,004/-
CTC	**41,606/-**	**4,99,272/-**

R. Revathee

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Note:

Compensation and benefits for employees upon entering probation shall be governed by the terms of the memorandum of settlement signed between the Management of the Bank and The City Union Bank Staff Union, from time to time. Compensation for employees during the Trainee period shall solely be determined and revised by the management from time to time as required.

1. **Dearness Allowance:** - as applicable to other employees of the Bank.
2. **HRA and CCA**:- based on your place of posting.
3. **PLP**:- will be paid as a part of the monthly salary at the discretion of the Management and it will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Variable Pay (PLVP) for it's employees at any future date and it is purely based on the performance of the employee.
4. **Pension**:- The bank provides "Employees" 'Pension' as a third retirement benefit in addition to PF and Gratuity.
5. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the Financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

	Other Benefits based on eligibility
1	Other state allowance for employees working in places other than their home state as per bank rules.
2	Leave Fare Concession (LFC) - as applicable to other employees of the Bank.
3	Staff Housing Loan, Vehicle loan, consumer Loan & other loans at concessional rate and Interest Free Festival Advance as per Bank rules / policies.

R. Ravikumar

5.2.1. Average percentage of placement of outgoing students during the last five years

Senthilkumar Kandaswamy <senthilkumar.k@dskinnosciences.com>
To:jamal guidance jamal
Cc:sjc Placement,Selvakumar Natesan,Anuradha,Human Resources
Thu, 20 Feb, 2020 at 9:31 am
Dear Dr,

With reference to the interview held at DSK recently for the shortlisted candidates (M.Sc Chemistry), we have selected the following students for recruitment for the position of "Associate Trainee".

1. Abdul Rahman S, CTC Rs 1.92 Lakhs per annum (Rs 16000 per month)
2. Suryaprakash V, CTC Rs 1.80 Lakhs per annum (Rs 15000 per month)

Please note that this offer is subject to the candidates fulfilling the below criteria at the time of joining:

1. Clearance of all subjects without any arrears and producing mark sheets at the time of joining.
2. To execute a bond to serve the Company for two years.
3. The original certificate of X Std to be deposited with the Company.

The employment will be confirmed upon the successful completion of the training period of 12 months and the salary will be revised after a performance appraisal.

The students are requested to give their consent to join DSK by no later than February 29, 2020 through email. They are expected to join DSK on or before May 15, 2020. The appointment letter along with salary break-up details will be issued to them upon joining the company.

Kindly inform the students and confirm us back. For further clarifications, please feel free to write / speak with us.

Regards,

Senthil

5.2.1. Average percentage of placement of outgoing students during the last five years

Gmail JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com>

Pool campus selects - Dec 3

Simran Jain /HRMG/IBANK/BLR <simran.jain@icicibank.com> Wed, Dec 4, 2019 at 9:58 AM
To: "P. Selvakumar" <pselvakumar@care.ac.in>, JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com>, HBS Placement <placement@hbs.ac.in>
Cc: V Ramlakhan Annavarpu /HRMG/IBANK/RHMADURAI <v.annavarpu@icicibank.com>, Jomy Mathew /HRMG/IBANK/CMB <jomy.mathew@icicibank.com>

Dear team,

PFB the selects from the pool campus drive on December 3, 2019. Kindly circulate with all the colleges.

Dear Selvakumar,

Thanks for your support.

Applicant ID	Name	Campus
3929063	FARHEEN TAJ A	Jamal
3918623	KARTHIKEYAN	KRCE
3916452	Kamalapriya D	HBS
3915944	Saranyadevi K	HBS
3919560	GOWTHAM.V	MKC
3929367	ROHITH ALI M	Jamal
3915647	Kiruthika R	HBS
3918249	AMIRTHARAJ A	KRCE
3916615	Susmitha A	HBS
3934088	Manjula P	GSB

5.2.1. Average percentage of placement of outgoing students during the last five years

3918367	INDHU. N	MKC
3957457	MOHAMED ASARUDEEN S	Jamal
3916622	Alby Benny	HBS
3936386	Sharooq Shameen PM	GSB
3936128	KEERTHANA D	Chettinad
3936525	SARGUNAM P	Chettinad
3916824	Belin Jero Nickson S	HBS
3935197	Madhubalan P	GSB
3919649	RAMYA.L	MKC
3936618	VIJAY S	Chettinad
3916672	Bharathy Vasudevan K	HBS
3918669	Praveen Kumar M	HBS
3934016	Dinakaran M	GSB
3918483	AHAMED RUKTHAR. J	MKC
3935928	MATHANKUMAR S	Chettinad
3918407	SATHYA NARAYANAN VENKATACHALAM	KRCE
3915798	Elsin Ronald	HBS
3936413	Mano Raajashri DS	GSB
3935265	Aravinth K	GSB
3935482	MATHAN PRASATH S	Chettinad
3932952	GAYATHRI G	Jamal
3916605	Farhana Begam N.A	HBS
3934062	Ranjitha R	GSB

5.2.1. Average percentage of placement of outgoing students during the last five years

3918338	GOPIKA.R	MKC
3918861	KAVIN.S.M	MKC
3916450	Ramesh Kumar M	HBS
3918274	RAMASAMY S	KRCE

Regards,

Simran Jain

HRMG; ICICI Bank

#ICICI lead the new

"Print this mail only if absolutely necessary. Save Paper. Save Trees."

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5.2.1. Average percentage of placement of outgoing students during the last five years

Aurelia <aurelia@bhc.edu.in>
To:guidancejmc@yahoo.co.in
Thu, 5 Dec, 2019 at 11:21 am
Dear Sir

Please find attached the list of students who have been selected with Infosys.

Thanks
Bernie
Placement Officer

•

george fernandez <george.nature@gmail.com>
To:placement 2016,guidancejmc@yahoo.co.in,Sangeetha Raja
Thu, 19 Dec, 2019 at 5:56 pm

Regards,
M.George Fernandez,
HR Trainer,
Training and Placement Department,
SASTRA UNIVERSITY - SRC,
Kumbakonam.

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5.2.1. Average percentage of placement of outgoing students during the last five years

S.no	Title	First Name	Middle Name	Last Name
1	Ms.	A	rahamathunisha	Rahamathunisha
2	Mr.	Mohammed	Naveeth	Khan H
3	Ms.	R	N/A	Mathushika
4	Ms.	S	N/A	Sangeetha
5	Ms.	Abinaya	N/A	s
6	Mr.	asokan	N/A	k
7	Mr.	Diwakar	N/A	P
8	Mr.	Habeeb meeran	N/A	I
9	Mr.	kadher mohideen	N/A	n
10	Mr.	N	N/A	Abdullah
11	Mr.	vignesh	N/A	m
12	Ms.	NASREEN	MOHAMMED AYUB	KHAN
13	Ms.	thasneem	N/A	f
14	Ms.	Deepika	N/A	Ravindran
15	Mr.	M	N/A	Faizur Rahman
16	Mr.	mohamed	N/A	tamjeed
17	Mr.	Sivaramakrishnan	N/A	M
18	Mr.	ebi joseph adaikalaraj	N/A	e
19	Mr.	C	N/A	Sadhiq Basha

5.2.1. Average percentage of placement of outgoing students during the last five years

Email ID	Date of Birth	College Name
17uca421@jmc.edu	26-Sep-99	Jamal Mohamed College
mdnaveethkhan@gmail.com	24-Oct-99	Jamal Mohamed College
17uca399@jmc.edu	04-Apr-99	Jamal Mohamed College
17uca435@jmc.edu	29-Sep-99	Jamal Mohamed College
mail2abinaya2000@gmail.com	19-Feb-00	Jamal Mohamed College
asokanrishi007@gmail.com	12-Jun-99	Jamal Mohamed College
diwakarpugal@gmail.com	18-Mar-99	Jamal Mohamed College
habeebmeeran99@gmail.com	23-Feb-99	Jamal Mohamed College
jkadher74@gmail.com	08-Mar-99	Jamal Mohamed College
iamabdullah929@gmail.com	12-Apr-99	Jamal Mohamed College
vigneshbabu151298@gmail.com	15-Dec-98	Jamal Mohamed College
khannasreen322@gmail.com	13-Aug-99	Jamal Mohamed College
thasneemfharuk@gmail.com	07-Jun-00	Jamal Mohamed College
deepikaravi483@gmail.com	06-Dec-99	Jamal Mohamed College
faizur1852000@gmail.com	18-May-00	Jamal Mohamed College
mohamedtamjeed20@gmail.com	19-Nov-99	Jamal Mohamed College
sivaramakrishhhhh@gmail.com	17-May-00	Jamal Mohamed College
ebiadaikalaraj@gmail.com	17-Jan-00	Jamal Mohamed College
csbashaksm786@gmail.com	11-Dec-99	Jamal Mohamed College

5.2.1. Average percentage of placement of outgoing students during the last five years

UG Details	
Degree	**Specilization / Branch**
Bachelor of Comp. Applications	Computer Applications
Bachelor of Comp. Applications	Computer Applications
Bachelor of Comp. Applications	Computer Applications
Bachelor of Comp. Applications	Computer Applications
Bachelor of Science	Computer Science
Bachelor of Science	Computer Science
Bachelor of Science	Computer Science
Bachelor of Science	Computer Science
Bachelor of Science	Computer Science
Bachelor of Science	Computer Science
Bachelor of Science	Computer Science
Bachelor of Science	Information Technology
Bachelor of Science	Information Technology
Bachelor of Science	Mathematics
Bachelor of Science	Mathematics
Bachelor of Science	Mathematics
Bachelor of Science	Mathematics
Bachelor of Science	Maths,Physics & Comp. App.
Bachelor of Science	Physics

5.2.1. Average percentage of placement of outgoing students during the last five years

S.no	Title	First Name	Middle Name	Last Name	Email ID
1	Ms.	Sowmiya	N/A	A	preettha2000@gmail.com
2	Ms.	KIRITHIKA	N/A	T	kirithikathiyagu20@gmail.com
3	Ms.	Dhanushri	d	k	dhanuagil28@gmail.com
4	Ms.	Baviyasree	N/A	K	baviammu64@gmail.com
5	Ms.	Sameera	N/A	Banu	sameerabanu2427@gmail.com
6	Ms.	Devasundhar	N/A	R	devasundhari18022000@gmail.com
7	Ms.	armasamvarti	N/A	R	varthiniramesh15@gmail.com
8	Ms.	Gayathri Dev	N/A	J	gayathrijc00@gmail.com
9	Mr.	Mohamed	N/A	Riyaz	mr6236347@gmail.com
10	Ms.	Sonaa	N/A	Karunanithi	sonaa17ca434@gmail.com
11	Ms.	Varsha	N/A	Sivakumar	varsha17ca450@gmail.com
12	Ms.	Santhoshini	N/A	K	santhoshinikumar15@gmail.com
13	Ms.	KAVIYA	N/A	MANOHARAN	kaviya33200@gmail.com
14	Mr.	.Salmaan Kha	N/A	.	esalmaankhan@gmail.com
15	Mr.	Ishaq	N/A	Ahamed	jacques.ishaq@gmail.com
16	Ms.	Leela	kumari	VS	leelasam2000@gmail.com
17	Ms.	Saraswathi	N/A	B	saraswathib180999@gmail.com
18	Ms.	Kowsalya	N/A	P	kowsalyasiva200@gmail.com
19	Ms.	Jebasheela	N/A	S	jebasheelasj@gmail.com
20	Ms.	Sivasangari	N/A	C	sivasangarialagu2000@gmail.com
21	Mr.	saptharishi	N/A	V	saptharishi111@gmail.com
22	Ms.	Subriya	N/A	Ramesh	subriyaramesh@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Date of Birth	College Details	
	College Name	Specilization / Branch
26-Jun-00	Swami Dayananda College of Arts & Science	Computer Applications
22-Jun-00	Swami Dayananda College of Arts & Science	Computer Applications
28-Mar-00	swami dayananda college of arts and science,manjakkudi.	Mathematics
19-Sep-99	idhaya college for women,kumbakonam	Computer Applications
27-Jun-00	Bon secours college for women	Computer Science
18-Feb-00	Bon Secours College for Women	Computer Applications
15-Sep-99	BON SECOURS COLLEGE FOR WOMEN	Computer Applications
14-Mar-00	Bon Secours College For Women, Tanjore	Computer Applications
30-Oct-99	Jamal Mohamed college	Computer Science
31-Aug-99	Bonsecours College for Women	omputer Tech & Applicatio
02-Jun-00	Bonsecours College for Women	Computer Applications
15-Apr-01	Bonsecours College for Women	Computer Science
03-Mar-00	Idhaya College For Women	Computer Science
14-Apr-00	Jamal Mohamed College	Computer Applications
03-Jun-00	Jamal Mohamed College	Computer Applications
31-May-00	Idhaya college for women	Computer Applications
18-Sep-99	Idhaya college for women,kumbakonam.	Computer Applications
09-Apr-00	bon secours college for women	Computer Applications
30-May-99	Bon Secours College for Women,Thanjavur.	Computer Applications
06-Feb-84	swami dayananda college of arts and science	Information Technology
11-Jan-00	Jamal Mohamed College	Computer Science
08-May-00	College of Engineering	Elec. & Comm. Engg

5.2.1. Average percentage of placement of outgoing students during the last five years

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5.2.1. Average percentage of placement of outgoing students during the last five years

Gmail JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com>

Campus Drive - MBA - Jamal Institute of Management, Trichy - Reg.

Jeeva Gorky <jeeva.gorky@moreretail.in> Wed, Jan 8, 2020 at 10:01 PM
To: "jimplacement@gmail.com" <jimplacement@gmail.com>
Cc: Haribabu Y <haribabu.y@moreretail.in>, Kalanithi S <kalanithi.s@moreretail.in>

Dear Kumaraguru,

We are happy to announce that, below mentioned list of students got selected in the Campus Interview.

Kindly revert to this mail, when will these students will Report to our Regional office and mention the Date of Joining.

S NO	Reg No	Name
1	18PS16104	Abdul Rasik L
2	18PS16188	Prabaharan M
3	18PS16178	S.J. Sheik Kather
4	18PW28580	Shruthi Mohan M
5	18PW28568	Sharon Evangeline Sinclaire E
6	18PW28579	Jayasooriyah V
7	18PS16173	Rasheem Ahamed K S
8	18PS16185	M Vijay
9	18PS16161	Mohamed Tharik M
10	18PS16120	Ibramsha S
11	18PS16171	B Raguvaran
12	18PW28560	T Iswarya
13	18PS16102	Abdul Basith M

5.2.1. Average percentage of placement of outgoing students during the last five years

14	18PS16134	Mohamed Faizal A
15	18PS16103	Abdul Faiz M
16	18PS16160	Mohamed Tarafeq A
17	18PS16167	K T Nilavarasu
18	18PS16118	Hameed Musthakeem
19	18PS16184	Vasanth R
20	18PS16182	Syed Ali A
21	18PS16197	M Antony Raj
22	18PS16183	Tharik Afzal A

Regards

Jeeva Gorky.M

From: Kalanithi S
Sent: Tuesday, December 10, 2019 8:02 PM
To: jimplacement@gmail.com
Cc: Haribabu Y; Jeeva Gorky
Subject: RE: [EXTERNAL]:Request for Campus Drive - MBA - Jamal Institute of Management, Trichy - Reg.

Dear Kumaraguru,

As per our meeting today @ chennai, I am pleased to share the Job Description as per your request for the campus drive at your college.

Expecting the maximum number of participants.

Regards,

5.2.1. Average percentage of placement of outgoing students during the last five years

S.Kalanithi.

From: JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com>
Sent: Thursday, December 5, 2019 2:17:06 PM
To: karthikeyan g <karthikeyan.g@moreretail.in>
Subject: [EXTERNAL]:Request for Campus Drive - MBA - Jamal Institute of Management, Trichy - Reg.

Dear Sir,

Greetings from Jamal Institute of Management!

We express our sincere thanks for having included our institute and recruited our MBA graduates for your requirements.

We are happy to inform you that the current final year MBA consists of 127 students including 33 women. The breakup of students on the basis of five specializations offered are given below

- Marketing & Finance - 62
- Marketing & Human Resource - 30
- Marketing & Systems - 1
- Systems & Supply Chain Management - 13
- Finance & Supply Chain Management - 13
- Human Resource & Supply Chain Management - 8

We will be grateful if you can include our college name in the list of colleges you have proposed to visit for summer internship, projects and final placement during this academic year.

Thanks & Regards,

Kumaraguru A

Placement Officer

Jamal Institute of Management,

Jamal Mohamed College (Autonomous),

Trichy

91766-01822

Aditya Birla Retail Ltd was acquired by Witzig Advisory Services Private Limited with effect from 28th March 2019. Consequently, Aditya Birla Retail Limited is now renamed as More Retail Limited .... The information contained in this electronic communication is intended solely for the individual(s) or entity to which it is addressed. It may contain proprietary, confidential and/or legally privileged information. Any review, retransmission, dissemination, printing, copying or other use of, or taking any action in reliance on the contents of this information by person(s) or entities other than the intended recipient is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us by responding to this email or telephone and immediately and permanently delete all copies of this message and any attachments from your system(s). The contents of this message do not necessarily represent the views or policies of More Retail Limited. Computer viruses can be transmitted via email. More

5.2.1. Average percentage of placement of outgoing students during the last five years

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RMP - JITC.XLSX
11K

5.2.1. Average percentage of placement of outgoing students during the last five years

winteg
Enabling Life

Dear **Nilavarasu K T,**

Greetings from **PATHFINDER.**

Congratulations on your successful interview!

We are pleased to offer you the position of **HR | Recruitment @ Pathfinder Enterprise Solutions Pvt Ltd.,**

Your **Annual CTC would be INR 1,92,000 PA.** However, the structure of your compensation plan may change from time to time in line with the compensation policy and best practices of the Organization.

You will be on probation for **6 months** from the date of joining & confirmation of employment is subject to successful review & completion of probation. Your current work location would be **Chennai, INDIA** and this is subject to change on further discussion.

You will abide by the rules and regulations of the company as may be in force from time to time, any violation would subject you to disciplinary action. Your appointment is subject to satisfactory reference checks and clearance from any Service agreements that you may have executed, which could have a bearing on your working with us.

This offer letter is based on the information provided to us for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We welcome you to Pathfinder and look forward to your contribution in making Pathfinder a great brand.
On the date of joining, please bring the following documents for verification / submission.

Mark sheets of all College / University qualifications (all semesters) and copies of it. 3 passport size photographs.
Copy of your passport (if you don't have a passport, kindly apply for one immediately, since it would be to your advantage)
ID Proof and its copy Address Proof and its copy
Experience & Relieving Certificates and its copy.

A reply mail as a token of acceptance of this offer is required to acknowledge & secure this offer

Thanks & Best Regards

For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

HR Department

WINTEG Consultancy Services Pvt. Ltd.
www.winteggroupcom

5.2.1. Average percentage of placement of outgoing students during the last five years

winteg
Enabling Life

Annexure - 1

CTC BREAKUP (INR)		
CTC	16,000	1,92,000
Description	***Monthly***	***Annually***
i) Basic	8,000	96,000
ii) HRA	4,000	48,000
iii) Transport Allowance	800	9,600
iv) CCA	320	3,840
v) Medical Allowance	800	9,600
vi) Special Allowance	2,080	24,960
Gross Salary	**16,000**	**1,92,000**
Monthly Deductions:		
PF	0	0
PT	208	2,496
Total Monthly Deductions	208	2,496
Net Pay	**15,792**	**1,89,504**

Note: TDS/Statutory deduction will be based on the rules and regulations.

For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

HR Department

5.2.1. Average percentage of placement of outgoing students during the last five years

Pathfinder

EMPOWERING YOUR BUSINESS

20 January 2020

Dear **Aiesha Azgar Hussain,**

Greetings from **PATHFINDER.**

Congratulations on your successful interview!

We are pleased to offer you the position of **Jr. Business Analyst @ Pathfinder Enterprise Solutions Pvt Ltd**.

Your **Annual CTC would be INR 2,16,000 PA.** However, the structure of your compensation plan may change from time to time in line with the compensation policy and best practices of the Organization.

You will be on probation for **6 months** from the date of joining & confirmation of employment is subject to successful review & completion of probation. Your current work location would be **Chennai, INDIA** and this is subject to change on further discussion.

You will abide by the rules and regulations of the company as may be in force from time to time, any violation would subject you to disciplinary action. Your appointment is subject to satisfactory reference checks and clearance from any Service agreements that you may have executed, which could have a bearing on your working with us.

This offer letter is based on the information provided to us for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your remuneration package is confidential and should not be shared with anyone except HR. Any violation will result in serious action and may lead to termination of employment.

We welcome you to Pathfinder and look forward to your contribution in making Pathfinder a great brand.

On the date of joining, please bring the following documents for verification / submission.

Mark sheets of all College / University qualifications (all semesters) and copies of it.
3 passport size photographs.
Copy of your passport (if you don't have a passport, kindly apply for one immediately, since it would be to your advantage)
ID Proof and its copy
Address Proof and its copy
Experience & Relieving Certificates and its copy.

A reply mail as a token of acceptance of this offer is required to acknowledge & secure this offer

Thanks & Best Regards

For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

HR Department

Pathfinder Enterprise Solutions Pvt. Ltd.,
#42, P B Road, Vepery,
Chennai - 600007, India.

+91 44 6674 9999
+91 44 6674 9911
+91 44 6674 2222

sales@pftec.com
www.pftec.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Pathfinder

EMPOWERING YOUR BUSINESS

Annexure – 1

CTC BREAKUP (INR)		
CTC	18,000	2,16,000
Description	***Monthly***	***Annually***
i) Basic	9,000	1,08,000
ii) HRA	4,500	54,000
iii) Transport Allowance	1,600	19,200
iv) CCA	360	4,320
v) Medical Allowance	1,250	15,000
vi) Special Allowance	1,290	15,480
Gross Salary	**18,000**	**2,16,000**
Monthly Deductions:		
PF	0	0
PT	208	2,496
Total Deductions	208	2,496
Net Pay	**17,792**	**2,13,504**

Note: TDS/Statutory deduction will be based on the rules and regulations.

For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

HR Department

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5.2.1. Average percentage of placement of outgoing students during the last five years

Pathfinder

EMPOWERING YOUR BUSINESS

20 January 2020

Dear **Hajeera Banu M,**

Greetings from **PATHFINDER.**

Congratulations on your successful interview!

We are pleased to offer you the position of **Jr. Business Analyst @ Pathfinder Enterprise Solutions Pvt Ltd**.

Your **Annual CTC would be INR 2,16,000 PA.** However, the structure of your compensation plan may change from time to time in line with the compensation policy and best practices of the Organization.

You will be on probation for **6 months** from the date of joining & confirmation of employment is subject to successful review & completion of probation. Your current work location would be **Chennai, INDIA** and this is subject to change on further discussion.

You will abide by the rules and regulations of the company as may be in force from time to time, any violation would subject you to disciplinary action. Your appointment is subject to satisfactory reference checks and clearance from any Service agreements that you may have executed, which could have a bearing on your working with us.

This offer letter is based on the information provided to us for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your remuneration package is confidential and should not be shared with anyone except HR. Any violation will result in serious action and may lead to termination of employment.

We welcome you to Pathfinder and look forward to your contribution in making Pathfinder a great brand.

On the date of joining, please bring the following documents for verification / submission.

- Mark sheets of all College / University qualifications (all semesters) and copies of it.
- 3 passport size photographs.
- Copy of your passport (if you don't have a passport, kindly apply for one immediately, since it would be to your advantage)
- ID Proof and its copy
- Address Proof and its copy
- Experience & Relieving Certificates and its copy.

A reply mail as a token of acceptance of this offer is required to acknowledge & secure this offer

Thanks & Best Regards

For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

HR Department

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PT	208	2,496
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For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

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5.2.1. Average percentage of placement of outgoing students during the last five years

Pathfinder

EMPOWERING YOUR BUSINESS

20 January 2020

Dear **Muhammad Rameezuddeen,**

Greetings from **PATHFINDER.**

Congratulations on your successful interview!

We are pleased to offer you the position of **Jr. Business Analyst @ Pathfinder Enterprise Solutions Pvt Ltd**.

Your **Annual CTC would be INR 2,16,000 PA.** However, the structure of your compensation plan may change from time to time in line with the compensation policy and best practices of the Organization.

You will be on probation for **6 months** from the date of joining & confirmation of employment is subject to successful review & completion of probation. Your current work location would be **Chennai, INDIA** and this is subject to change on further discussion.

You will abide by the rules and regulations of the company as may be in force from time to time, any violation would subject you to disciplinary action. Your appointment is subject to satisfactory reference checks and clearance from any Service agreements that you may have executed, which could have a bearing on your working with us.

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3 passport size photographs.
Copy of your passport (if you don't have a passport, kindly apply for one immediately, since it would be to your advantage)
ID Proof and its copy
Address Proof and its copy
Experience & Relieving Certificates and its copy.

A reply mail as a token of acceptance of this offer is required to acknowledge & secure this offer

Thanks & Best Regards

For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

HR Department

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5.2.1. Average percentage of placement of outgoing students during the last five years

Pathfinder

EMPOWERING YOUR BUSINESS

20 January 2020

Dear **Siddharthan Sivanandham,**

Greetings from **PATHFINDER.**

Congratulations on your successful interview!

We are pleased to offer you the position of **Jr. Business Analyst @ Pathfinder Enterprise Solutions Pvt Ltd**.

Your **Annual CTC would be INR 2,16,000 PA.** However, the structure of your compensation plan may change from time to time in line with the compensation policy and best practices of the Organization.

You will be on probation for **6 months** from the date of joining & confirmation of employment is subject to successful review & completion of probation. Your current work location would be **Chennai, INDIA** and this is subject to change on further discussion.

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3 passport size photographs.
Copy of your passport (if you don't have a passport, kindly apply for one immediately, since it would be to your advantage)
ID Proof and its copy
Address Proof and its copy
Experience & Relieving Certificates and its copy.

A reply mail as a token of acceptance of this offer is required to acknowledge & secure this offer

Thanks & Best Regards

For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

HR Department

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Salman Fareez A

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5.2.1. Average percentage of placement of outgoing students during the last five years

Pathfinder

EMPOWERING YOUR BUSINESS

20 January 2020

Dear **Sundara Pandian S B,**

Greetings from **PATHFINDER.**

Congratulations on your successful interview!

We are pleased to offer you the position of **Jr. Business Analyst @ Pathfinder Enterprise Solutions Pvt Ltd**.

Your **Annual CTC would be INR 2,16,000 PA.** However, the structure of your compensation plan may change from time to time in line with the compensation policy and best practices of the Organization.

You will be on probation for **6 months** from the date of joining & confirmation of employment is subject to successful review & completion of probation. Your current work location would be **Chennai, INDIA** and this is subject to change on further discussion.

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Thanks & Best Regards

For Pathfinder Enterprise Solutions Pvt Ltd.,

Salman Fareez A

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Pathfinder

EMPOWERING YOUR BUSINESS

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5.2.1. Average percentage of placement of outgoing students during the last five years

TechZARe Info
We visualize your dreams

SOFTWARE AND CONSULTING SERVICES

To,

PG and Research Dept of Computer Science

Jamal Mohamed College(Autonomous) – Trichy-20

We are pleased to inform that the following candidates are selected based on the on campus interview conducted in Jamal Mohamed College Trichy by TechZarinfo held on 5th **November 2019**, to work with TechZarinfo Software and Consulting Services as a **Developer Trainee**. Job location will be Trichy or Chennai.

Mohamed Nazeer.S (III MCA)

Sameer Ahamed.M (III MCA)

Ahmed Hakul Mubeen.N (III MCA)

Mohamed Thalif.H (III MCA)

Vignesh.V (III MCA)

Sakthi Vel.S (III MCA)

Joining date will be 6th January 2020.

Hard copy or soft copy of offer letter will be provided after joining in the organization as per the above mentioned date.

For TechZarinfo Software and Consulting Services

Mohammed Ziya.M

Authorized Signatory, CEO

SOFTWARE AND CONSULTING SERVICE • TECHZARE • CHENNAI

Phone: +91-9043861518, E-mail ID: info@techzarinfo.com
Websites: www.techzarinfo.com / www.techzar-web-developers.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Rayanesh N <rayanesh.n@vdartinc.com>
To:'jamal guidance jamal'
Cc:'Raja Thomas J','Mohan .'
Mon, 2 Mar, 2020 at 12:58 pm

Dear Sir,

Kindly find the list of selected students on campus interview, which was held on Feb 26, 2020.

Thanks & Regards

Rayanesh | HR Recruiter

VDart Inc

822 0325 333

www.vdartinc.com

5.2.1. Average percentage of placement of outgoing students during the last five years

S. No	Name	Degree	Stream	Gender
1	AARTHI G	B Sc	Math	Female
2	ABRAR AHAMED M	BA	English	Male
3	ALLWIN RAJ C	B Sc	CS	Male
4	ALTHAF HUSSAIN M	BCA	NA	Male
5	ANITHA B	B Sc	Math	Female
6	ARIVAZHAGAN S	BCA	NA	Male
7	AYSHA SIDDIQUA S	BBA	NA	Female
8	BALA KUMARAN R	B Sc	CS	Male
9	BAZEER AHAMED A	B Sc	CS	Male
10	CAROLIN GRAZY S	B Sc	Math	Female
11	DHANUSH PRABU T	BCA	NA	Male
12	DHILRAS CHANDINI J	BBA	NA	Female
13	GIRDHARAN R	BCA	NA	Male
14	IBRAHIM AFREEDEEN S	BCA	NA	Male
15	JANOFAR NISHA N	B Sc	CS	Female
16	JASMINE BANU J	B Sc	CS	Female
17	KANI NOOR MOHAMED B	B Sc	CS	Male
18	KANISHKHAN S P	B Sc	CS	Male
19	KARTHIKEYAN K	B Sc	CS	Male
20	LAKSHMINARASIMMAN R	BCA	NA	Male
21	MOHAMED ASHIF N	BBA	NA	Male
22	MOHAMED FAIZUL	BCA	NA	Male
23	MOHAMED ISMAIL J	B Sc	CS	Male
24	MOHAMED JALAL A	B Sc	CS	Male
25	MOHAMED RIYAZ R	BCA	NA	Male
26	MOHAMMED ASIF A	BA	English	Male
27	MOHANAPRIYA R	B Sc	CS	Female
28	NARESH K	BCA	NA	Male
29	NATARAJ R	B Sc	CS	Male
30	NITHISH C N	BCA	NA	Male
31	RAMYA G	B Sc	CS	Female
32	RIYAZ KHAN M	BCA	NA	Male
33	SAFIKA FARVEEN J S	BCA	NA	Female
34	SHALIQ MOHAMMED J	B Sc	CS	Male
35	SHERIN FATHIMA A	B Sc	CS	Female
36	SHILPA M	B Sc	CS	Female
37	SONA R	B Sc	CS	Female
38	SURIYA G	BCA	NA	Male
39	SYED AKHEEL G	B Sc	IT	Male
40	SYED KABBAR A	BCA	NA	Male
41	UMAR S	B Sc	CS	Male
42	UMERA I	B Sc	CS	Female
43	UMMAR FAROOK H	B Sc	CS	Male
44	VIGRAMAN A	B Sc	IT	Male
45	WASIM AGRAM	B Com	NA	Male
46	Yuvaraj NAWIN B	BCA	NA	Male

5.2.1. Average percentage of placement of outgoing students during the last five years

Contact	Alternate Contact	Email ID
9677901857	9659759525	aarthigsv142@gmail.com
8883688552	NA	arkhitexabrarahamed@gmail.com
8072102512	NA	allwin14399@gmail.com
95666447562	NA	althaf99@gmail.com
9787099653	8072087228	soundarya14032002@gmail.com
9486959294	NA	appuarivu65@gmail.com
8248729164	NA	kyati001@gmail.com
9566562005	NA	balak4025@gmail.com
6381481866	NA	bazeerahamed008@gmail.com
9940110673	9655822136	grazyjeskumar@gmail.com
9080517565	NA	dhansh28300@gmal.com
9943918838	NA	dhilraschandini12@gmail.com
9698843697	NA	girivel01332000@gmail.com
9942455624	NA	sribrahim77@gmail.com
8508681657	NA	17ucs220@jmc.edu
9894223061	NA	17ucs221@jmc.edu
7094527792	NA	ganinoormd1809@gmail.com
9597700509	NA	dreamerzguy1@gmail.com
8838224390	NA	muthiakarthik@gmail.com
7448881481	NA	insimman2000@gmail.com
9080857784	NA	ashifmohamed1999@gmail.com
9791350098	NA	faizulfaity3@gmail.com
8667892382	NA	jmdismail26@gmail.com
7200937758	NA	mohamedjalalj8@gmail.com
9600750369	NA	mriyas863@gmail.com
7448422518	NA	NA
7092351974	NA	17ucs236@jmc.edu
9566923842	NA	krishnaresh18@gmail.com
9566873447	NA	nataraj812@gmail.com
9080697108	NA	reignsnithish03@gmail.com
6383207792	NA	17uit077@jmc.edu
6374116648	NA	riyasyas0217@gmail.com
9043924683	NA	17uca431@jmc.edu
7871387585	NA	shaliq25@gmail.com
9003553962	NA	17ucs281@jmc.edu
9542034676	NA	17ucs285@jmc.edu
7397569390	NA	sonarajendren99@gmail.com
7339151721	NA	smartsuriya2563@gmail.com
8220133376	NA	akheelachu17@gmail.com
6379524980	NA	syedgaffar2000@gmail.com
9384566826	NA	umarclever228@gmail.com
8072159313	NA	17ucs2@jmc.edu
7708390160	NA	farookab46@gmail.com
6374914597	NA	vigramany2@gmail.com
9659356036	NA	wasimagram0412@gmail.com
7358355065	NA	yuvarajnavinbnavin1750@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Location
TRICHY
TRICHY
TRICHY
TANJORE
TRICHY
TRICHY
TRICHY
TRICHY
THENI
TRICHY
TRICHY
TRICHY
VILLUPURAM
TRICHY
TRICHY
TRICHY
PUDUKKOTTAI
TRICHY
TRICHY
TRICHY
ERODE
TRICHY
MUSIRI
RAMANATHAPURAM
PUDUKKOTTAI
VILLUPURAM
TRICHY
TRICHY
TRICHY
ARANTHANGI
TRICHY
TRICHY
SIRKALI
TRICHY
TRICHY
KRISHNAGIRI
Thiruverumbur
TRICHY
TRICHY
TRICHY
TRICHY
TRICHY
NAGORE
TRICHY
PUDUKKOTTAI
TRICHY

5.2.1. Average percentage of placement of outgoing students during the last five years

VDART GROUP

HR Ref No: VDARTOL0329

May 22, 2020

Dear Mohanapriya,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **"Trainee Recruiter"** with **VDart Group**, on the following terms and conditions:

- You will draw CTC of **Rs. 1,34,385**/- (One Lakh Thirty Four Thousand Three Hundred And Eight Five Rupees Only) per annual excluding statutory deductions
- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies Private Limited, No.40, IV cross, Raja Colony, Collector's Office Road, Tiruchirappalli - 620001** and your actual place of posting will be communicated to you later and you will report for duty on **May 26, 2020**
- This letter of offer is subject to completing other joining formalities as specified and on completion a detailed appointment letter will be given during the time of your joining
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

R. Mohana

Mohana Sundaram
Assistant General Manager - HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDART GROUP

Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

Salary Components	Monthly	Annual
Basic	6800	
HRA	2720	
Total Gross Salary	**9520**	**114240**
EPF	816	
ESIC	309	
Gratuity	327	
Part - B	**1452**	**17425**
Monthly CTC (A+B)	**10972**	
Leave Encashment **(C)**		**2720**
Annual CTC (A+B+C)		**134385**

* PT will be deducted once in six months

* Deductions may vary subject to change in statutory rules

List of Mandatory documents to be submitted at the time of joining:

- Relieving letter/ Service certificate from your previous employers (If previously employed)
- UAN / ESIC Number (if previously employed)
- Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
- Copies of educational certificates (10^{th}/12^{th}/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
- 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
- ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
- Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

5.2.1. Average percentage of placement of outgoing students during the last five years

VISIONET

2nd Feb, 2021

Fazil Kumar S,
Coimbatore

Offer Letter

Dear Fazil Kumar S,

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of **"Process Analyst"** with Visionet Systems Pvt. Ltd. at our **Coimbatore** office. Your date of joining shall be **February 3, 2021 by 12 PM.**

The detailed break-up of your compensation and the incentive structure is provided in the Annexure. The terms of the offer shall be included in your appointment letter, which will be issued upon your joining the company.

You have been offered 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 the Company shall stand terminated/cancelled without any notice.

This offer will be valid subject to successful clearance of your pre-employment background verification and reference checks. Your written consent and requisite copies of documents are necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for the pre-employment background check within two business days from the date of acceptance of our offer of employment.

If you decide to accept the offer, please send us your written confirmation **on or before 2nd Feb, 2021** post this date, this offer will automatically stand canceled. The date of joining may change subject to unforeseen events including Act of God, Lockdown, Pandemic and/or any of the Force Majeure event as explained in clause vi.

General Provisions:

i. **Amendment:** This Offer Letter may be amended or modified only by writing signed by both the parties.
ii. **Assignment:** This Offer Letter may be assigned by the Company to any successor to its business or operations. Your rights hereunder may not be transferred by you except by will or by the laws of descent and distribution and except insofar as applicable law may otherwise require. Any purported assignment in violation of the preceding sentence shall be void.
iii. **Non-Disparagement:** You will not disparage the Company or any of its affiliates, directors, officers, employees or other representatives in any manner and will in all respects avoid any negative criticism of the Company.
iv. **Devote time:** You agree to devote all of your business time and attention to the business and affairs of the Company and to discharging the responsibilities assigned to you. This shall not preclude you engaging in charitable activities and community affairs, and managing your personal affairs, so long as

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these activities do not interfere with the performance of your duties and responsibilities as the Company's bonafide employee.

v. **Accountable for Social Conduct:** If you commits any act or become involved in any situation, or occurrence, which degrades you in society, or brings you into public disrepute, contempt, scandal or ridicule, or which justifiably shocks, insults or offends the community, or which reflects negatively upon you , the Company, a sponsor or a licensee of the Company's stations, or if publicity is given to any such conduct, commission or involvement on the part of you, which occurred prior to the date of this Agreement, the Company shall have the right to revoke the Offer Letter immediately.

vi. **Force Majeure:** If during the period of issuing the Offer letter, due to labour disputes, government regulations, or because of the failure of broadcasting facilities due to war or other calamity, pandemic (collectively, "Force Majeure") the Company in good faith believes it is unable to utilize your services, the Company shall have the right to suspend the Offer Letter for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to you during any such period of suspension; provided that such suspension shall end as soon as such Force Majeure terminates.

vii. **Verification of Details:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.

viii. **Non-Disclosure:** You agree to sign and be bound by the terms of the Non-Disclosure, Non Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered serious misconduct and breach of the terms of your employment.

We look forward to having you in our team and our mutual success.

Yours sincerely,

Miriam Shaju
Director, Human Resources

Accepted _____
Fazil Kumar S
(Signature & Date)

5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure I: Compensation Break-Up

Name	Fazil Kumar S	
Designation	Process Analyst	
Particulars	Monthly (INR)	Annual (INR)
Fixed Components		
Basic Salary	4,128	49,531
House Rent Allowance(HRA)	2,064	24,768
Special Allowance	1,727	20,729
Transport Allowance	2,400	28,800
Company Contributions		
Provident Fund	496	5,952
ESIC Contribution	336	4,032
Gratuity	199	2,388
Medical Insurance Premium	750	9,000
Incentives		
Night Shift Allowance	1,200	14,400
Performance Based Incentive (ICP)	4,200	50,400
ANNUAL TOTAL COST TO THE COMPANY		210,000

Notes:

Performance based incentives: All incentives will be paid as per the company policy and will depend on your performance, business unit performance, and the company performance. For the employee to be eligible for incentives the employee should be on active payroll of the company at the time of incentive payout. Employees who are serving notice or in PIP will not be eligible for incentives.

Transport Allowance: You will not be eligible for the 'Transport allowance', if you use the company provided transport facility.

Group Medical Insurance Policy: You will be covered under company's Group Medical Insurance policy.

Group Term Life Insurance Policy: This policy is applicable for Self, as per the company policy.

Gratuity: Gratuity will be paid as per the Payment of Gratuity Act, 1972.

Yours sincerely,

Miriam Shaju
Director, Human Resources

Accepted _____
Fazil Kumar S
(Signature & Date)

5.2.1. Average percentage of placement of outgoing students during the last five years

Name	Karthikeyan R	Exp DOJ	24th May 2021
Designation	Process Associate	Level : 1A	Location: Trichy

Proposed

Components	Monthly	Annual	Other Information	
Basic Salary	9,500	1,14,000		
HRA	0	0	Qualification	
Statutory Bonus	950	11,400	Experience	
Gross Salary (A)	**10,450**	**1,25,400**	Last Emplr	N/A
Provident Fund	1,140	13,680	Source of Hiring	
ESI / Med Ins Prem	340	4,080	Consultant Fees	Nil
Gratuity	457	5,484	Movement Expenses	Nil
GTLI Prem	100	1,200	Notice Pay:	
Sub - Total (B)	**2,037**	**24,444**		
Monthly CTC Total(A+B)	**12,487**	**1,49,844**		

Prepared By (HR)
Senior Manager - Talent Acquisition

Approved By (HR)
Senior Director – Human Resource

I **(Karthikeyan R)** do hereby acknowledge that the above salary has been explained in detail by the HR and I Understood all the components.

Candidate Signature
Date: 22nd May 2021

HR Signature

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5.2.1. Average percentage of placement of outgoing students during the last five years

Karthikeyan R

SALARY ANNEXURE

Salary Components	Monthly	Annual
Basic Salary	9500	114000
HRA	0	0
Statutory Bonus	950	11400
Gross Salary (A)	10450	125400
Provident Fund	1140	13680
ESI / Med Ins Prem	340	4080
Gratuity	457	5484
GLTI Prem	100	1200
Sub - Total (B)	2037	24444
CTC (A+B+C+D+E)	12487	149844

'Variable Pay - You will also be eligible for performance based variable pay of Rs.0/- per annum (i.e. Rs.0/- per month) which is payable as per company policy on achievement of agreed upon targets.

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Authorized by

Candidate Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

22nd May 2021

Karthikeyan R
NO 1/85,Thirumanamedu(Po),Lalgudi(Tk),Tiruchirappalli-621218

Dear Karthikeyan R,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you a position of **"Process Associate"** Omega Healthcare Management Services Pvt Ltd, on the following terms and conditions:

01. Your Annual Cost to the Company (CTC) will be Rs.1,49,844 (Rupees One Lakh Forty Nine Thousand Eight Hundred and Forty Four Only) as per the details attached

02. You will be entitled to Leave, Gratuity, P.F., Medical Insurance & Personal Accident Insurance, etc. in accordance with the Law / Company Policy from time to time.

03. Depending on your performance and the company's requirement, your employment can be extended on completion of 6 months.

04. Your place of posting will be at **Trichy** and you will report for duty on **24th May 2021 at 8.30 AM.**

05. This letter of offer is subject to completing other joining formalities as specified in **Annexure-1** and on completion a detailed appointment letter will be given.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

For Omega Healthcare Management Services Pvt. Limited.

Megalan David J
Deputy General Manager – Talent Acquisition | Human Resources

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5.2.1. Average percentage of placement of outgoing students during the last five years

Karthikeyan R

Annexure – 1

Welcome to Omega family!

To enable us to have your complete personal information, ensuring legal compliance and processing of salary and other reimbursements, you will be required to complete the following formalities on your joining at Omega Healthcare.

1. Joining Report.
2. Company Employment Form.
3. Provident Fund Declaration / Nomination form and Provident Fund Form 2.

   (This needs to be filled in by every employee as he / she need to nominate persons(s) who would receive the Provident Fund amount standing to his/ her credit in the unfortunate event of his / her Death).
4. Gratuity Nomination Form F.

   (To be filled in by all employees wherein they should nominate the persons and the percentage of Gratuity Payable to such person in the unfortunate event of death of the employee)
5. Medical Insurance / ESIC-Employees State Insurance Scheme- (as applicable)
7. Salary Account opening form.
8. Group Life Insurance Form
9. ID Card Application form & Transport Request form.
10. Flexible benefit Plan Declaration form & Employee Investment Declaration Form (wherever applicable)
11. Any other forms, as applicable

FOLLOWING DOCUMENTS TO BE SUBMITTED MANDATORILY ON YOUR JOINING:

A. Relieving letter/ Service certificate from your previous employer.
B. Copy of last pay slip & form 16 or tax report
C. Copies & Originals of all educational certificate and Birth Certificate.
D. **Six copies of recent passport size photographs.**
E. Signed Copy of offer / appointment letter.
F. **Self ID Proof – 2 copies** (Passport/ Driving License/Voter's ID/ Ration Card/ **PAN Card**/ College ID)
G. **Residence Proof – 2 copies** Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
H. **Copy of PAN Card /Acknowledgement copy of PAN Application**
I. **Copy of AADHAR Card / Acknowledgement copy of AADHAR Application**
J. **Parents DOB details.** (Documents not required. Only date is required to fill in nominee forms)
K. **Physical standard (Blood Group, Height, Weight** – details only required for filling the application form. Proof not required)

Our attendance cycle runs from 21st of month to the 20th of the next month. If the salary account is not opened & activated before 10th of the month, then the salary for that month would be delayed thereby causing inconvenience to the employee. A delay in disbursement of salary may also occur if the Joining Reports / Documents are incomplete-thus we request you to please fill in the joining Report completely accurately and also submit mandatory documents.

We at HR look forward to providing you with the best of services at all times. We welcome you once again and wish you all the best for a successful career at Omega.

PLEASE NOTE: YOU ARE EXPECTED TO COME IN FORMAL DRESS ON DOJ

HR Team

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Omega Healthcare Management Services Pvt. Ltd.
9th Floor, Tower - 2, RMZ Millenia Business Park, No. 143, Dr. MGR Road, Kandanchavadi,
Chennai - 600 096. Tel: +91 44 4907 0101
Registered Office : No.32, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017. Tel: +91 80 41557333
US Office : 2424 North Federal Highway, Suite #205, Boca Raton, FL 33431.
website : www.omegahms.com
General Email ID : mail2omega@omegahms.com Registered CIN: U85110 KA2003 PTC 032846
BENGALURU CHENNAI TRICHY BHIMAVARAM HYDERABAD MANILA CEBU USA

5.2.1. Average percentage of placement of outgoing students during the last five years

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26-Jul-21

APPOINTMENT LETTER

Mr. Mohamed Suhail Syed Kabeer

Employee No: 1118137

Trichy - Raja Complex

Dear Mohamed Suhail Syed Kabeer,

We are pleased to employ you as **Customer Service Assocaite** (Grade **H2**) in our company, Firstsource Solutions Limited (**Company**), located at Trichy - Raja Complex or in such other capacity as the Company shall from time to time determine.This letter sets out the terms of your employment and, along with the Company's Policies and procedures, as amended from time to time (**Company Policies**), constitutes your employment agreement with the Company (**Employment Agreement**). In the event of a conflict between any of the terms or conditions contained in this Employment Agreement and those in the Company Policies, the terms of this Employment Agreement shall prevail.

1. **APPOINTMENT**

a. Your employment by the Company is effective from the date of this Employment Agreement **26-Jul-21**.

b. You will be on probation for a period of six months from the Date of Joining (**Probation Period**). Subject to Company Policies, after completion of the Probation Period, your performance will be evaluated, and if found satisfactory, you may be confirmed in the services of the Company. However, during the Probation Period, if your performance is unsatisfactory, (i) the Probation Period maybe extended for a further period as may be decided by the Company; or (ii) the Company may terminate your services.

c. You shall retire from the services of the Company on completing 60 years of age.

d. Your employment in Company will be subject to you being and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the Company at any time.

Mohamed Suhail

FIRSTSOURCE SOLUTIONS LTD.
Raja Complex, 41/2, Bharathiyar Salai, Cantonment, Near Vincet Bakery, Trichy, Tamil Nadu- 620 00. India
Paradigm B, 5th Floor, Mindspace, New Link Road, Malad (W), Mumbai - 400 064. India.
Tel: +91 22 6866 0888 | Fax: +91 22 6866 0887 | Web: www.firstsource.com
(CIN: L64202MH2001PLC134147)

5.2.1. Average percentage of placement of outgoing students during the last five years

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2. TERMS OF APPOINTMENT AND RESPONSIBILITIES

a. You will perform such duties as are in the opinion of the Company appropriate to your position and such other duties and exercise such powers in the Company or any subsidiary or associated company as may from time to time be delegated to you by the Company at its discretion.

b. The Company may, at its discretion, change your level, reporting arrangements, duties and location as may be required by business exigencies.

c. You may be transferred, seconded or deputed in such capacity, as the Company may from time to time determine, to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such case, you will be governed by the terms and conditions of service applicable to such transferred assignment including compensation, working hours, holidays, leave, people policies etc. Relocation shall be as per Company Policies.

d. You may be required to undertake travel on Company work for which you will be reimbursed for travel expenses as *per* Company Policies.

e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company and its affiliates, whether directly or indirectly.

f. You will be bound by the standing orders, rules or regulations of the Company as in force from time to time and to the extent applicable.

3. COVENANTS

a. You will not make any statement or give interviews to media, newspapers, magazines, news channels or local channels in relation to the Company unless you are authorised to represent and make a statement on behalf of the Company.

b. You will not accept gifts, presents, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately write to antibribery@firstsource.com.

c. You will comply with and report any non-compliance or violation of the Company's Global Ethics Policy, Anti-Bribery Policy, Gifts and Entertainment Policy, and Anti-Fraud Policy in accordance with the Company's Whistle-blower Policy. Report any violation to whistleblowing@firstsource.com

d. In the performance of your obligations, you will not utilise or provide the Company with any confidential or proprietary information of any third party or violate any obligation with respect to such information.

e. In the event you need to hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise during your employment with the Company, you will give prior intimation to the Company and seek express consent to this effect.

You will (i) not give your passwords (voice mail, network, internet or other) to any other employee or any third party; (ii) not leave workstations logged on to the network unattended; and (iii) install power-on passwords for laptops and screen saver passwords for workstations.

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

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4. COMPENSATION

a. During the course of your employment with the Company, you will be eligible to receive the following (as detailed in the **Annexure**):

i. Basic salary of **Rs. 5000.00** Per month;

ii. House Rent Allowance of **Rs. 2000.00** per month;

iii. Special Allowance 1 of **Rs. 2881.00** per month;

iv. Statutory Bonus/ Incentive/ Ex-Gratia* of **Rs. 2476.00** per month; and

v. You will be entitled to other compensation and benefits in accordance with Company Policies as intimated to you from time to time

b. Your salary will be reviewed periodically in accordance with Company Policies. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

c. Any tax liability that arises from the compensation, allowances, and benefits will be debited. All payments made to you with respect to the compensation will be subject to withholding tax and other applicable payroll deductions as required under applicable law.

d. The Company may also deduct any debt owed by you to the Company and any deduction from remuneration to which you have previously signified or provided your consent in writing.

e. Further, the Company reserves the right to debit your salary account for any erroneous transaction which may occur and, or, for any monies due to the Company from you.

5. OTHER BENEFITS

a. You will be entitled to leaves, holidays and working hours as applicable to you based on your grade, role and location of posting.

b. You will be eligible for perquisites, if any, as applicable to you based on function requirements as determined by the Company.

c. You will be eligible to participate in the Company's Provident Fund Scheme as per the rules and policies applicable to you.

d. You will be eligible for gratuity in accordance with the Payment of Gratuity Act, 1972.

e. You will be eligible to participate in the medical programme as applicable to you.

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

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6. REPRESENTATIONS AND WARRANTIES

a. You represent and warrant to the Company that:

i. You have read and fully understand all the provisions of this Agreement and the Company Policies;

ii. You are free to enter into employment with the Company without violation of any third party rights and that the employment with the Company shall not result in a violation of any agreement or restrictive condition that you may have with any third party including any former employers. This Agreement constitutes a valid and binding obligation on you;

iii. You are not a party to any arrangement or agreement which will compromise your ability to carry out the duties for the Company;

iv. You have not provided the Company with any false declaration or wilfully suppressed any material information. All information provided by you, including the relieving letter from any former employer, and information set forth in the resume is truthful and accurate

v. You have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or have any criminal record, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, registered against you;

vi. You have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security;

vii. You have all the necessary licences, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under this Agreement;

viii. You have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organisation;

ix. You are not in any position or circumstance which may constitute or be deemed to constitute a conflict of interest with respect to the Company; and

x. You do not hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise.

xi. You shall not engage or participate in any money-making scheme or proposal offered by any other employee / person within the Company. In the event you engage in such activities, the Company may take disciplinary action against you, which may include termination of employment.

b. You understand that your employment is on the basis that the information submitted by you and the representation and warranties set out in Clause 6 (a) are true, complete and accurate. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the Company, the Company may terminate employment without providing any notice or pay in lieu thereof.

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

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7. DATA PROTECTION COMPLIANCE

a. The Company holds sensitive personal data for the purposes of improving Human Resources practices and for the provision and administration of benefits. The Company, or any other third party involved as a result of the Company sub-contracting one or more of its services including *inter alia* the payment of salaries to its employees, may process your personal data for, *inter alia*, the following purposes:

i. Administering and maintaining Human Resources records;

ii. Paying and reviewing salary and other remuneration benefits;

iii. Providing and administering benefits (including medical insurance and personal accident cover);

iv. Undertaking performance appraisals and reviews;

v. Maintaining sickness and other absence records;

vi. Taking decisions as to your fitness to work;

vii. Providing references and information to future employers;

viii. Providing information to future purchasers of the Company or any subsidiary of the Company; and

ix. For any other reason the Company deems necessary.

provided that the Company will not sell, turn to account or otherwise monetise such data without your prior written consent.

b. By signing this Employment Agreement you fully and absolutely accept and consent to the use of your data in the manner and for the purposes described in this Clause 7.

8. COMPANY POLICIES

a. You will at all times be guided by and shall strictly adhere to all Company Policies as amended from time to time during the course of your employment with the Company. The Company Policies form an integral part of this Employment Agreement and you agree that should you violate the terms and conditions of any Company Policy, you will be liable to disciplinary action by the Company, which may extend to termination of your employment.

b. You are expected to use good judgment when using social media and to ensure your activities do not harm the goodwill and reputation of the Company and are consistent with the Company's Policies, including its Social Media Policy (as amended from time to time). Your social media content must reflect that it is your opinion or content and must not imply any connection to or origination from the Company. You shall refrain from referring to or using any confidential information belonging to the Company in any manner whatsoever, on social media, including but not limited to the Company's clients' names. In the event you disclose such confidential information on social media, the Company may take disciplinary action against you, which may include

c. termination of employment. Any questions concerning the use of social media should be directed to a member of the HR team.

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

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9. EMPLOYEE SURVEILLANCE

a. You acknowledge that you do not have any expectation of privacy when using the Company's resources. You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner including the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited or created by you.

b. The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be detrimental to the Company's business interests, violate Company Policies or which could bring it disrepute.

10. INTELLECTUAL PROPERTY

a. You acknowledge that any and all intellectual property rights, including, but not limited to, patent rights, design rights, copyrights, database rights, trademark rights, chip rights, trade name rights and know-how, ensuing in any territory or jurisdiction, from or in connection with the work performed by you under this Agreement or otherwise during your employment with the Company (**IP Rights**) and any discoveries, designs, developments, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression, software (whether or not protectable under copyright laws), trade secrets, know-how, ideas (whether or not protectable under trade secret laws), trademarks, service marks and trade names (**Innovations**), ensuing in any territory or jurisdiction, created in any way pursuant to the activities performed by you for the Company and, or, any of its affiliates and, or, any of the Company's predecessors in title are exclusively vested in and owned by the Company or will be vested in and owned by the Company.

b. You hereby irrevocably, perpetually and on a worldwide basis assign to the Company any and all rights in entirety related to the IP Rights and, or, Innovations of which the Company is not already the owner, including the use and application thereof. You agree that where this assignment (or part thereof) should at any time prove to be legally invalid, you shall at such time assign such rights in totality, without imposing any condition thereon, to the Company by a separate legal instrument.

c. Should the Company consider such necessary, you shall sign an instrument and, or, any other document at the Company's first request, on the basis of which the rights referred to herein will be transferred irrevocably and unconditionally. Should a further instrument be required for the transfer of these rights, or the signature of any document, you hereby grant the Company irrevocable and unconditional power or attorney to draw up and sign the said instrument and, or, other document on your behalf.

Furthermore, you agree to perform all acts that the Company deems necessary or desirable to permit and assist the Company, at its first request and at its expense, in obtaining and enforcing the full benefits, enjoyment of rights and title throughout the world in the IP Rights and Innovations

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

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11. INDEMNITY

a. You hereby agree to indemnify and hold the Company, its officers, directors, agents, and other related parties harmless and indemnified from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments including reasonable attorneys' fees, costs and expenses, incidental thereto, which the Company may suffer as a result of or arising out of (i) your misrepresentation or breach of any representation or warranty contained in this Agreement; (ii) your breach of any covenant or obligation under this Agreement; and (iii) inaccuracy of any information provided by you to the Company.

12. EXCLUSIVITY

a. You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.

b. During your employment, you will not directly or indirectly engage in any activity or investment or have any interest in, or perform any services for any person who is involved in activities which (i) conflicts with the Company's interests; (ii) occupies your attention so as to interfere with the proper and efficient performance of your duties at the Company; (iii) interferes with the independent exercise of your judgment in the Company's best interests; (iv) will require the unauthorised use of the Company's material, documents, data; or (v) will require the unauthorised use of Company premises for any activity which is unrelated to your employment with the Company.

13. NON-COMPETE AND NON-SOLICIT OBLIGATIONS

a. In consideration for the remuneration paid by the Company, you will not, as an individual, employee, consultant, independent contractor, partner, shareholder, unit holder, member or in association with any other person, except for and on behalf of the Company, directly or indirectly, during your employment and thereafter for a period of 1 year from the date you cease to be in the employment of the Company (irrespective of the circumstances of, or the reasons for, the cessation):

   a. solicit, induce or encourage any employee of the Company or its subsidiaries to terminate his or her employment with the Company or to accept employment with any third party;

   b. solicit, anyone who is a client, vendor or customer of the Company or persuade or attempt in any manner to persuade any client, vendor or customer of the Company to cease to do business or to reduce the amount of business which any such client, vendor or customer has customarily done or is reasonably expected to do with the Company, whether or not the relationship between the Company and such client, vendor or customer, as the case may be, was originally established, in whole or in part, through any of your efforts

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

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b. If any of the restraints contained in Clause 13 or any part thereof, is held to be unenforceable by reason of it extending for too great a period of time, or by reason of it being too extensive in any other respect, the parties agree that (i) such restraint shall be interpreted to extend only over the maximum period of time for which it may be enforceable and, or, over the maximum geographic areas as to which it may be enforceable and, or, over the maximum extent in all other respects as to which it may be enforceable, all as determined by the court or arbitration panel making such determination and (ii) in its reduced form, such restraint shall then be enforceable, but such reduced form of covenant shall only apply with respect to the operation of such restraint in the particular jurisdiction in or for which such adjudication is made. Each of the covenants contained in Clause 13 is separate, distinct, and severable.

14. CONFIDENTIALITY

a. During the course of your employment, you will have access to (i) confidential or proprietary technical, financial, marketing, manufacturing, distribution, personal, sensitive or other technical or business information or trade secrets of the Company including but not limited to concepts, techniques, processes, methods, systems, designs, clients, circuits, cost data, computer programmes, formulae, development or experimental work, work in progress, customers and suppliers as well as software for client relationship management whether in the form of reports, drawings, blueprints, data, notes and other documents and records, whether printed, typed, handwritten, videotaped, transmitted or transcribed on data files or on any type of media; and (ii) third party confidential information which the Company is obligated to treat as confidential (collectively, **Confidential Information**).

b. You agree and undertake that not to, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise reveal (or disclose in any manner), any Confidential Information to any third party other than for the purposes set out at Clause 14 of this Agreement. You will also not disclose any Confidential Information to anyone within the Company except on a 'need to know' basis.

c. You undertake that you will, at all times, act in the best interests of the Company and shall not wilfully do anything which will or is likely to jeopardise the Company's interest, goodwill and reputation.

d. You will not use any of the Company's or its clients' information assets (including but not limited to desktop and laptop computers, thin clients, storage devices, network connections to the LAN, internet or to client systems, networks or client applications) for committing acts that have the potential to directly or indirectly cause damage, loss of money, or damage to corporate image, reputation or availability of any Company or client information or supporting assets.

e. You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorised by the Company.

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Sign Document ID: RRGF2KBOJLRCEZE7EO63PMLHAZONGB2XFCPUSPPLZDE

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

a. You shall not, and shall not permit any other person to, remove any proprietary or other legends or restrictive notice contained in or included in any Confidential Information.

b. You shall make no use whatsoever, directly or indirectly, of any Confidential Information at any time, except as required in connection with the performance of your duties for the Company.

c. You shall abide by all applicable Information Security Policies of the Company, namely, Acceptable Use Policy, Information Classification Policy, Security Do's and Don'ts, Security Policy Statement, Security Responsibilities, Security Briefings and any other policy or guideline or regulation relating to Information Security.

d. Nothing contained in this Agreement shall be deemed to give you any proprietary right whatsoever in the Confidential Information.

e. You undertake not to publish any notice, advertisement, press release or other communication, related in any manner with the subject matter of this Agreement or its existence or otherwise to your employment with the Company or your role therein without obtaining the prior written consent of the Company.

f. In the event of possession, access and, or, use of any Confidential Information by any third party with whom you have a nexus, it will be presumed, unless you can prove to the contrary, that you have breached your confidentiality obligations under this Agreement.

g. No Confidential Information shall be disclosed by you except when such disclosure is mandatorily required pursuant to requirements under applicable law.

15. **TERMINATION**

a. This Agreement is terminable by either party (i) prior to completion of continuous employment of 3 months, without any notice; or (ii) after completion of continuous employment of 3 months, by written notice of 30 days or by the Company paying or you forfeiting (as the case may be) 1 month's salary in lieu of notice, or a combination of notice and forfeiture or payment (as the case may be). Provided that where applicable law prescribes a more favourable notice period and related provisions for employees, this clause shall be deemed to have been amended to incorporate the same.

b. Notwithstanding the aforesaid, the Company may terminate your employment forthwith without any notice, if you:

   a. Are guilty of fraud or misconduct; or

   b. On any other grounds on which the Company would be entitled to terminate your employment forthwith under applicable law.

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Sign Document ID: RRGF2KBOJLRCEZE7EO63PMLHAZONGB2XFCPUSPPLZDE

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16. GOVERNING LAW

Subject to Clause 17 below, this Agreement shall be governed and interpreted in accordance with the laws of India and the courts at Mumbai shall have exclusive jurisdiction in all matters arising out of this Agreement

17. DISPUTE RESOLUTION

a. Any matter or dispute arising in respect of your employment or under this Agreement will first be attempted to be settled amicably between us. In the event we fail to resolve the dispute amicably, then the same shall be referred to arbitration and such arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be held at Mumbai and proceedings shall be conducted in the English language.

Yours sincerely,
For Firstsource Solutions Limited

Sudhindra Kakade
General Manager – Human Resources

Name of Employee: **Signature:**
Date:

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Sign Document ID: RRCF2KBOJLRCEZE7EO63PMLHAZONCB2XFCPUSPPLZDE

RP - Sanjiv Goenka Group
Growing Legacies

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ANNEXURE

NAME: Mohamed Suhail Syed Kabeer	**POSITION: Customer Service Assocaite**
LOCATION: Tirchy	**GRADE: H2**

ELEMENT	**AMOUNT**
Basic	5000.00
House Rent Allowance	2000.00
Special Allowance 1	2881.00
Statutory Bonus/ Incentive/ Ex-Gratia*	2476.00
GROSS TOTAL	**12357.00**
PF(12% of basic) –Company contribution	600.00
Gratuity**	240.00
ESI (3.25% of Gross Earnings)	389.00
RETIRALS TOTAL	1229.00
Conduct Incentive(P.M)***	100.00
TOTAL CTC (PM)	**13686.00**

*The Incentive payout is on a quarterly basis and is based on individual performance and will be paid as per policy.
**Payable as per Gratuity Act.
*** Conduct Incentive will be paid as per the company policy.
**** You will be covered under Group Personal Accident and Life Insurance Policy.
*****Taxes as per Income Tax rules will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

Mohamed Suhail

5.2.1. Average percentage of placement of outgoing students during the last five years

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HRD/2T/1000596752/20-21

March 5, 2021

Mr. Sivaramakrishnan M
14/3,Aattukara St,
Palakarai,
Trichy-620001
India

Ph: +91-8111075934

Dear Sivaramakrishnan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.03.05 16:30:23 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

Infosys
Navigate your next

HRD/1000596752/20-21

March 5, 2021

Mr. Sivaramakrishnan M
14/3,Aattukara St,
Palakarai,
Trichy-620001
India

Ph: +91-8111075934

Dear Sivaramakrishnan,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **07-Jun-2021.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

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

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200** . The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

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Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.09.06 16:30:23 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
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5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Sivaramakrishnan M**
ROLE	**Operations Executive**
ROLE DESIGNATION	**Operations Executive - Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

RASI SEEDS

Rasi Seeds (P) Ltd.

EMPLOYEE IDENTITY CARD

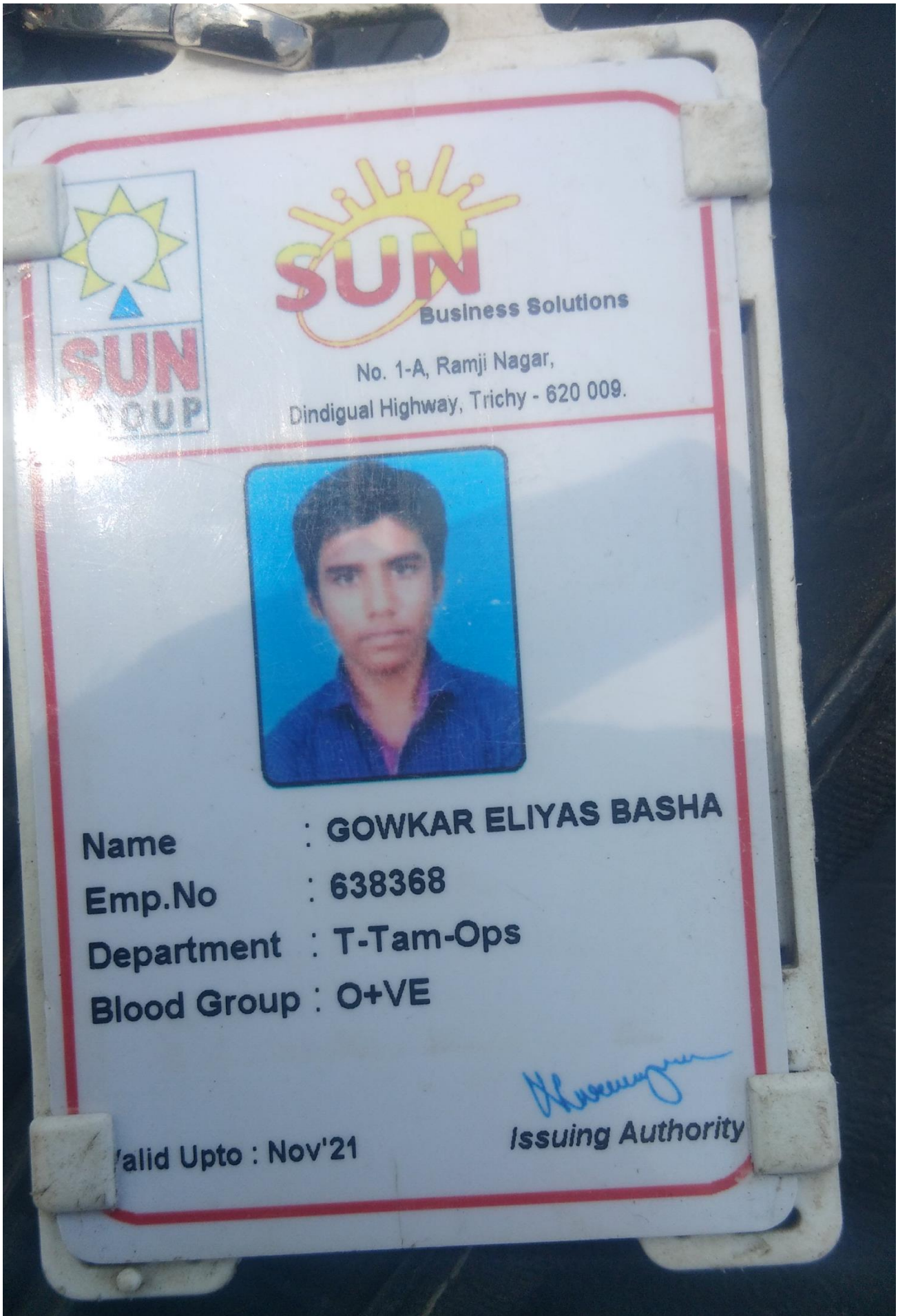
Name : ARUL V

Emp. No. : RS7228

Department : Bio-Tech

Blood Group : O+ve

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

Ref No. HR/OCT/21/K1/60100815/1001049968 **Date: 09.10.2021**

Maheshwaran K
7/4,North Irudhayapuram,Palakkarai
Tamil Nadu,India
620001

Offer-cum-Appointment Letter

Dear Maheshwaran,

This is with reference to your application and subsequent Test and Interviews you had with us.
We are pleased to offer you an appointment as **CSA Man** in the employment of the company subject to your joining on or before **16.10.2021**. The offer shall automatically lapse if you do not join.
Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Man** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.
You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 118572/- per annum** as below:

	Rs. per month
Basic	6500
HRA	3381
Conveyance Allowance	
Monthly Gross	9881
Annual Gross	118572

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.
Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.
The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.
Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.
Please note the documents to be submitted on your date of joining as part of joining compliance.
We wish you a long successful association with us.

Yours faithfully,
For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee: M. R. Maheshwaran.
Encl: Terms and Conditions of Employment - **Annexure - I**

5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.

2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.

3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.

4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.

5. You are required to submit the following documents, if the same have not been submitted earlier

   a. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;

   b. Copies of your passport photographs with grey background;

   c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.

6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training management / payment / credit / insurance / house on rent / vehicle on rent, etc.

7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

9. Your No Objection will be coterminous with the arrangement between the Company and any agency organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

K. R. Maheshwaran.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.

14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.

15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.

16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.

    a. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

    b. Return to work within 8 days from the commencement of such absence and

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

19. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month in writing by either side or payment of one month's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.

22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.

23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

K.R. Maheshwaran.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

24. You are shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.

27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.

28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.

29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.

31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such materials or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.

32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

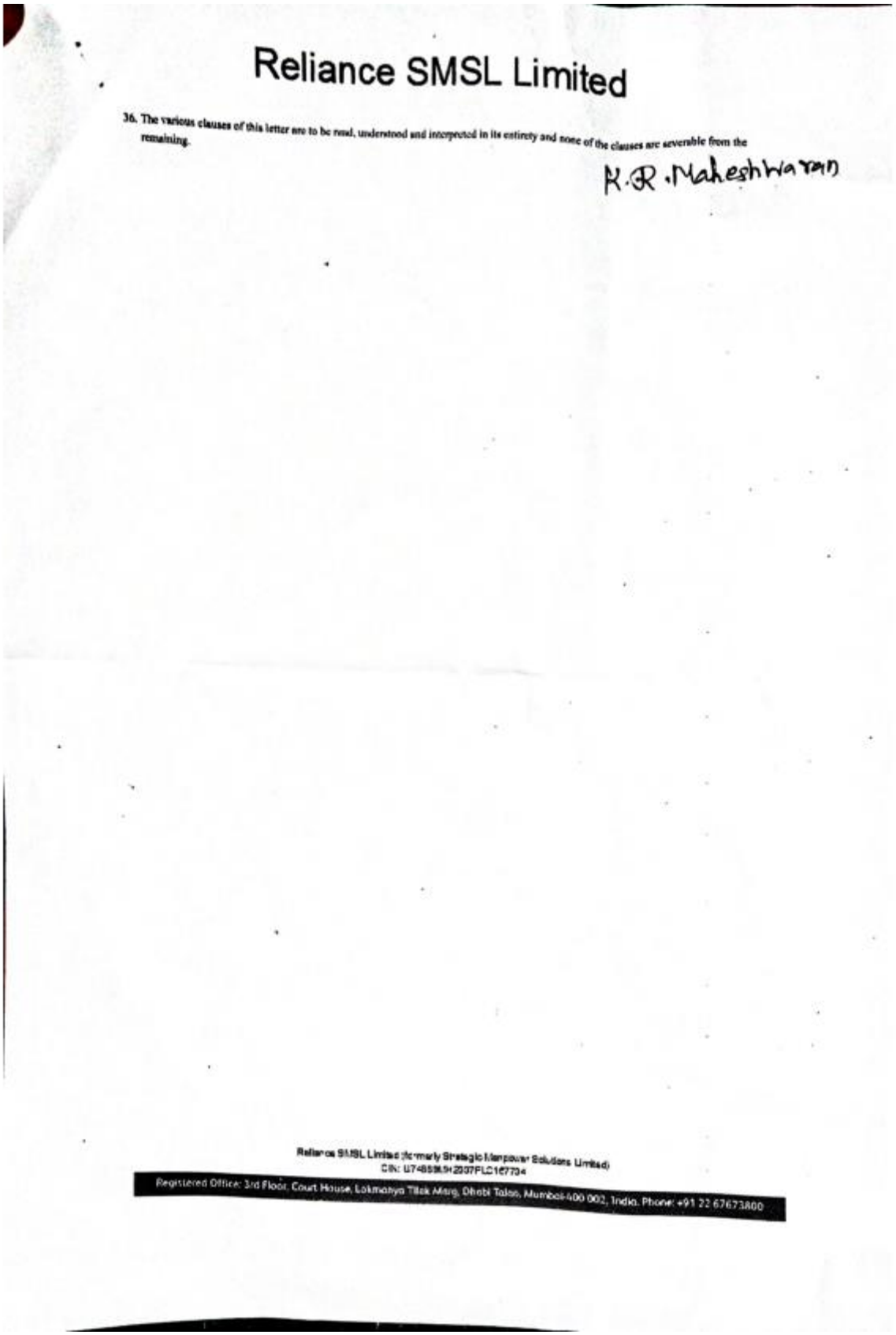
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

35. In case of one more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

K.R. Maheshwaran.

5.2.1. Average percentage of placement of outgoing students during the last five years



Reliance SMSL Limited

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

K.R. Maheshwaran

5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : Maheshwaran . K

Signature : K.R. Maheshwaran

Date : 09-10-2021

5.2.1. Average percentage of placement of outgoing students during the last five years

Intertek

lakshith
an ISO 9001 HRM company

Mr. Mariselvam S
No. 494, Anna Nagar
Viralimalai
Pudukkottai - 621 316

August 12, 2021

Dear Mr. Mariselvam S

ENGAGEMENT LETTER

We are pleased to engage you as **Helper** our organization on fixed term basis from today till March 31, 2022 subject to the following terms and conditions.

1. You will be deployed at and transferred within our clients facilities anywhere in the country.
2. You will perform the assigned tasks under our direct supervision in professional and participative manner, complying with safety, health and other rules & regulations of Lakshith and our clients.
3. You will be paid a monthly salary of **INR 13367/-** (Rupees Thirteen Thousand Three Hundred Sixty Seven only) constituting Basic Wages & Dearness Allowance (DA) of INR 10817/- and House Rent Allowance of INR 2550/-. Besides, you are entitled to applicable statutory benefits.
4. It is clearly agreed that if you fail to submit appropriate nomination forms and/or support documents as required, Lakshith shall not incur any liability towards statutory claims.
5. You hereby authorize Lakshith to make your salary and all other payouts directly by crediting to your bank account furnished, as per schedules.
6. Your engagement can be terminable without assigning any reasons with fifteen days notice in writing or Basic Wages and DA in lieu thereof by either side.
7. If you absent yourself without leave or remain absent beyond the period of leave originally granted/extended for eight consecutive working days, you explicitly agree and confirm that you have voluntarily terminated your engagement with us.
8. Any change in your residential address must be communicated to us in writing within a week.
9. In case of any information or documents furnished by you found incorrect and malicious, your engagement shall be deemed terminated with immediate effect.
10. You agree to hold harmless and indemnify Lakshith and our clients from any and all expenses, losses, damages, claims and liabilities on account of your misconducts, legal violations, carelessness and negligence or otherwise.
11. You hereby confirm that you are bound to and shall maintain strict confidentiality in relation to affairs of Lakshith as well as our clients at any time.
12. Any rules, regulations and orders promulgated by the organization applicable to employees will also be applicable to you as a part of this engagement.
13. Your tenure may be extended based on your performance coupled with our service needs.

We at Lakshith believe in human values and long term relationships. Centered on this philosophy coupled with high professional standards, we constantly improve our service quality to please our clients. We trust you will surely strengthen our values and look forward for a mutually beneficial association.

Please return the duplicate copy of this letter signifying your acceptance thereof. In the event of non submission of your acknowledgement copy within ten days from commencement of deployment, your engagement at Lakshith with the receipt of your first salary from us will be conclusive evidence of your acceptance of terms and conditions.

Welcome to Lakshith

KALAIVANI V
COO

I accept that the contents of this letter constitute my engagement terms and conditions with Lakshith.

Date:

Mariselvam S

Lakshith Consulting Pvt Ltd
15 Lakshmanan Street Mahalingapuram Chennai 600034 India
Tel : 28170178 Fax: 28171582 e-mail: relations@lakshith.com web: www.lakshith.com
Flexi Staffing ❖ Service Outsourcing

5.2.1. Average percentage of placement of outgoing students during the last five years

Our Motto : "Serve Men to Reach God"

हिन्दुस्तान स्काउट्स एवं गाइड्स - तमिलनाडु

HINDUSTAN SCOUTS & GUIDES - TAMILNADU

(Recognised by Government of India, Ministry of Youth Affairs & Sports)

State Headquarters : 92/1, CSR Street, K.K. Pudur, Coimbatore - 641038. Tamilnadu.
Ph : 0422 - 4368559, E-mail : hindustanscout.tn@gmail.com

Ref: HSG/TN-SHQ/355/2020 **Date: 21th October 2020**

From –Prasanth Uthaman
Chairperson cum S.C.C
Hindustan Scouts & Guides,
Tamilnadu State Headquarters, Coimbatore.
Ph – 0422 – 4368559

Subject – Appointment Letter to the Post of Junior Scout Master

Dear Mr.ASOKAN.K,

We are happy and pleased to inform you that we are very much impressed by your credentials both personal and professionals during your recent meeting with us. Accordingly and in exercise of the powers conferred by the proviso to article 7 F (9) and clause B (7) of the POR, the undersigned has pleased to offer you the position of **Junior Scout Master** under **Hindustan Scouts & Guides** on the following terms & conditions.

Joining date & Location: Your joining date of employment with the Organization shall be on or before **December 05, 2020**. You are posted at **Hindustan Scouts & Guides**, District-**Cuddalore**, state (**TAMILNADU**) and reported to State Headquarters. You are directed to join the place of posting within a period of one month failing which it will be presumed that you are not interested to join **Hindustan Scouts & Guides** and the post will be offered to Eligible candidate from the list. You can be posted or transferred to any location in Tamilnadu.

Pay Scale:

During your probationary period you will be entitled to receive a monthly salary of Rs. 16,000/- (Sixteen Thousand Only) for a period of 2 years. In the meanwhile your performance will be reviewed in a regular intervals based upon that your salary will be revised from time to time. After successful completion of the probationary period you will be entitled to draw dearness and other allowances at the rates admissible and subject to the conditions laid down in Rules & Orders governing grant of such allowances, by Government of India, from time to time.

5.2.1. Average percentage of placement of outgoing students during the last five years

Our Motto : "Serve Men to Reach God"

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State Headquarters : 92/1, CSR Street, K.K. Pudur, Coimbatore - 641038. Tamilnadu.

Ph : 0422 - 4368559, E-mail : hindustanscout.tn@gmail.com

Employment type:

Your Employment type with the Organization is permanent.

Performance Review: Your performance shall be assessed at regular pre – determined intervals and you shall be eligible for salary revisions based on your individual performance.

Taxation:

You shall be liable to pay taxes on your compensation as per prevalent Indian tax laws and regulations during the period of employment with the Organization.

Holidays:

A list of public holidays will be provided to you from time to time based on your location of work. If required you may have to work on this days too.

Other holidays will be informed to you from time to time.

Exclusivity of Employment:

You shall not, without the Organization's prior written permission, carry on any business, or enter for any part of your time, in any capacity the service of, to be employed by, any other firm, Organization, company or person. You shall be devoting your whole time attention to your duties to promote the interest of Organization.

Code of Conduct:

You shall not, it any time, make any untrue or misleading statements in relation to the Organization nor in particular after the termination of your employment, hereunder represent yourself as being employed by or connected with the Organization.

By signing this letter, you acknowledge that you shall comply with **Hindustan Scouts & Guides** code of conduct as in effect from time to time and understand that a violation of code of conduct may be grounds for disciplinary action.

5.2.1. Average percentage of placement of outgoing students during the last five years

Our Motto : "Serve Men to Reach God"

हिन्दुस्तान स्काउट्स एवं गाइड्स - तमिलनाडु

HINDUSTAN SCOUTS & GUIDES - TAMILNADU

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Ph : 0422 - 4368559, E-mail : hindustanscout.tn@gmail.com

Confidentiality Agreement:

You shall not during your employment pursuant to this Agreement or at any time thereafter without the concerned with writing of the Organization divulge to any person or other Organization any information concerning the activity, syllabus, products, know-how, technology, accounts, finances, schools, or employees of the Organization's and upon termination you shall forthwith surrender to the Organization all original and copy documents, sample, ID card, Visiting Cards, or other items relating to any matters aforesaid.

You must not remove any documents, or tangible items which belong to the Organization or which content any confidential information from the Organization's premises it any time without proper advance authorizations

Retirement Age:

You will automatically retire from the services of the Organization on the last day of the calendar month in which you attain the age of 58 years (Fifty –Eight Years).

Termination of Employment:

For Scout Master/Guide Captain/DOC/Office In-Charge/Coordinator notice period during probation as well as confirmation is 30 days. For other employees, notice period is 45 days during probation and 60 days of confirmation. Notice pay is calculated on basic salary basis.

The Organization reserve the right to terminate your employment without notice or payment in lieu of notice should you be guilty of misconduct or negligence in your duties, Or if you should undertake outside employment for remuneration without prior permission of the Organization, or in case you go on unauthorized leave or remain absconding for 7 days or above. Notwithstanding the provisions of this clause, the procedures for termination of employment and any associated payments shall be subject to Indian laws and government regulations and Organization's policy.

Your services shall be liable to termination at any time by one month notice given in writing either by you to the appointing authority or by the appointing authority to you, subject to other terms and conditions prescribed under Government instructions.

Other Terms and conditions:

During your employment, you shall be subject to the service rules, regulations applicable from time to time.

You are required to update yourself from time to time with regards to all the policies prevailing at any point of time as may be applicable to you.

5.2.1. Average percentage of placement of outgoing students during the last five years

Our Motto : "Serve Men to Reach God"

हिन्दुस्तान स्काउट्स एवं गाइड्स - तमिलनाडु
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State Headquarters : 92/1, CSR Street, K.K. Pudur, Coimbatore - 641038. Tamilnadu.
Ph : 0422 - 4368559, E-mail : hindustanscout.tn@gmail.com

Any other terms & conditions, stipulations not specifically mentioned herein shall be governed by Organization's rules and other policies and procedure of the Organization at presently applicable and as may be amended from time to time.

We look forward to having you join our Organization. We believe that the positions we offer, our dynamic work environment and total pay package create an excellent employment opportunity.

Please sign the duplicate copy of this letter to confirm your acceptance of the terms described in this appointment letter.

We wish you successful career with us.

Yours Scouting,

(Prasanth Uthaman)
Chairperson cum S.C.C
Hindustan Scouts & Guides Coimbatore

.....

I accept the above terms and conditions and will join **Hindustan Scouts & Guides** in any part of Tamilnadu.

Copy to:-

1) National President
2) National Chairman
3) National Chief Commissioner
4) Ministry of Youth Affairs & Sports, Govt. of India
5) Registrar of Societies, Kanjhawala, Delhi

5.2.1. Average percentage of placement of outgoing students during the last five years

Our Motto : "Serve Men to Reach God"

हिन्दुस्तान स्काउट्स एवं गाइड्स - तमिलनाडु

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Ph : 0422 - 4368559, E-mail : hindustanscout.tn@gmail.com

ANNEXURE –A

Salary Structure for JSM (PB1)		
Particulars	**Amount Per Month**	**Amount Per Annum**
1.Net Pay	**16000.00**	**192000**
Employee EPF	983	11796
Employee ESI	129	1548
Basic Pay	7000	84000
DA	1190	14280
HRA	3600	43200
CEA	2250	27000
Other Allowance	3072	36864
2.Gross Pay	**17112.00**	**205344**

Please note that the Total Pay is only indicative and does not include deductions for Professional Tax, Labour Welfare Fund, Income Tax and any other statutory deductions as applicable from time to time – Your actual Total Pay may therefore differ from the above.

For **Hindustan Scouts & Guides**

Prasanth Uthaman
Chairperson cum S.C.C

(ASOKAN.K)

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

28-May-2020

Dear Mohamed Abdul Kather Ameerhamja,
B. Sc, Computer Science
Jamal Mohamed College

Candidate ID – 14254361

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Annexure A

Name: Mohamed Abdul Kather Ameerhamja **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**216,749**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**228,749**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		**252,001**

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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. # 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. Contribution to ESI Wages: 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.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

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.

Login to https://onecognizant.cognizant.com>Total Rewards App for more details

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195990706/Chennai
Date: 03/01/2020

Mr. Mohammed Fazil Mubarak
24, Kamatchi Amman Kovil StreetPudupet,
Attur,
Salem-636141,
Tamil Nadu.
Tel# 91-7708406281

Dear Mohammed Fazil Mubarak,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

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 **₹2,840/-** 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 of **₹1,400/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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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.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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 50% 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. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program 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 program, 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.

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

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8. **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.

9. **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.

10. **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 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.

11. **Terms and Conditions**
The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

12. **TATA Code of Conduct**
You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. 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.

15. 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.

16. 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.

17. 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.

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18. **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)

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*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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. 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.

20. 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.

21. 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.

22. 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.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
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 Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Mohammed Fazil Mubarak
Designation	Graduate Trainee
Institute Name	Jamal Mohd. College ,Trichy

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR 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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** 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
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE 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	**KOLKATA** 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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.

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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 filling 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.

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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. **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.

8. **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.

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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
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TATA

9. **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.

10. **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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

(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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No: VDARTOL21096

Mar 17, 2021

Dear Sheik Abdul Rahman,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **"Trainee Recruiter"** with VDart Group, on the following terms and conditions

You will draw a CTC of **1,34,384 (One Lakh Thirty Four Thousand Three Hundred And Eighty Four Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies Private Limited, No.40, IV cross, Raja Colony, Collector's Office Road, Tiruchirappalli - 620001** and your actual place of posting will be communicated to you later and you will report for duty on **Mar 18, 2021**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. Incase if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

R. Mohan

MohanaSundaram
Assistant General Manager - HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

Salary Components	Monthly	Annual
Basic	6800	
HRA	2720	
Total Gross Salary (A)	**9520**	**114240**
EPF	816	
ESIC	309	
Gratuity	327	
Part - (B)	**1452**	**17424**
Monthly CTC (A+B)	**10972**	
Leave Encashment **(C)**		**2720**
Annual CTC (A+B+C)		**134384**

* PT will be deducted once in six months

* Deductions may vary subject to change in statutory rules

List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (If previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10^{th}/12^{th}/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No: VDARTOL211533

27 Dec 2021

Dear Mohamed Afridi Nazeer Ahamed,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **"Trainee Recruiter"** with VDart Group, on the following terms and conditions.

You will draw a CTC of **2,25,864 (Two Lakh Twenty Five Thousand Eight Hundred and Sixty Four Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies Private Limited, No.30, Mannarpuram Chennai Bye Pass Road Tiruchirappalli - 620020** and your actual place of posting will be communicated to you later and you will report for duty on **27 Dec 2021**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. Incase if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining.
- **You are required to submit your PAN / Aadhar number to HR on your joining.**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

R. Mohana

MohanaSundaram
Assistant General Manager - HR

5.2.1. Average percentage of placement of outgoing students during the last five years

Candidate ID:4364375 /702264,

Date of Joining:04/12/2021,

Joining Location:Trichy IN,

Designation:Associate.

Dear Sathyavethan Rajababu ,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 9:00 am at Trichy IN office, for joining formalities as per the address mentioned below:

Address

VRN Center No 37, VRN Centre,
Bishop Road,Puthur, Trichy – 620017
https://goo.gl/maps/jmHTzZwXetMrRm9d8

5.2.1. Average percentage of placement of outgoing students during the last five years

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
2.	Relieving letter / Resignation Acceptance Letter from the immediate last employer OR Resignation mail (mentioning of last working day from the HR is mandatory)
3.	Experience letter from previous two employers.
4.	Immediate last employer Salary details (Appointment letter / Latest Increment Letter)
5.	Highest Degree Mark sheet and Convocation Certificate (All semester mark sheet)
6.	Passport Copies (First and Last page only)
7.	Pan card Copy- Mandatory
8.	Driving license copy
9.	Passport size photographs(4 nos)
10.	Aadhaar Card Copy - Mandatory , if allotted
11.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
12.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

5.2.1. Average percentage of placement of outgoing students during the last five years

Please note that Capgemini may ask you to submit additional documents as and when required, especially

with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:45AM, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4364375 /702264,
04/07/2021,
Sathyavethan Rajababu
1/147,,B6, Madakone nagar,

Thiruppalai MDU ,Tamil Nadu ,
India.

Confidential

Dear Sathyavethan Rajababu ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited (**'Capgemini'** or **'Company'**) starting from 04/12/2021 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

Trichy INB) You will be required to work at the Company's offices in location

C) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 168,076.00 /- (Rupees One lakh Sixty Eight thousand and Seventy Six only only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

5.2.1. Average percentage of placement of outgoing students during the last five years

E) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.)

A. **Retention Bonus** and will be fully taxable. This amount is fully recoverable if you leave the organization within 12 months from date of PAYOUT.**INR. 25,000/- (Rupees Twenty Five Thousand Only)** from the date of joining you would be entitled to receive a retention bonus of **two years** - On successful completion of

B. Joining Bonus- Not Applicable

C. Notice period buy Out : Not Applicable

D. Relocation- Not Applicable

G) Probationary Period:

1. from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration. **six months** You will be on probation for a period of

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

5.2.1. Average percentage of placement of outgoing students during the last five years

I) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

   a. You will submit relevant documents as mandated by the Company;

   b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;

   c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

   d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

   e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

   f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);

   g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and

   h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J) attached hereto. **Exhibit 1** Your employment with the Company will also be governed by the terms and conditions of employment contained in

K) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,

Brigade Metropolis, Summit – Tower 'A',

73/1, Garudacharpalya, Mahadevapura Post,

Whitefield Main Road,

Bangalore – 560048

5.2.1. Average percentage of placement of outgoing students during the last five years

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited

Aarti Srivastava

Head of HR - Business Services

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Sathyavethan Rajababu

Date: 04/07/2021

5.2.1. Average percentage of placement of outgoing students during the last five years

Exhibit 2

Name	SathyavethanRajababu
Designation	Associate
Grade	A2
Location	Trichy IN

COMPONENTS	PER MONTH	PER ANNUM	COMMENTS
Basic Salary	Rs. 9,492.00	Rs. 113,904.00	
House Rent Allowance	Rs. 0.00	Rs. 0.00	
Statutory Bonus	Rs. 1,898.00	Rs. 22,781.00	
Personal Allowance	Rs. 0.00	Rs. 0.00	
Total Base compensation (Gross) (A)	Rs. 11,390.00	Rs. 136,685.00	
Company Contribution to PF	Rs. 1,139.00	Rs. 13,668.00	****Note on PF**
Gratuity	Rs. 457.00	Rs. 5,479.00	4.81% of Basic
Total Retirement Benefits (B)	Rs. 1,596.00	Rs. 19,147.00	
Total Fixed Compensation (A+B)	Rs. 12,986.00	Rs. 155,832.00	
Total Cash Compensation (A + B + C)	Rs. 12,986.00	Rs. 155,832.00	
Medical Insurance Premium (D)	Rs. 650.00	Rs. 7,802.00	
ESI (E)	Rs. 370.00	Rs. 4,442.00	
Total Cost to Company -TCTC (A+B+C+D+E)	Rs. 14006	Rs. 168,076.00	

****Note on PF**: If the Basic salary is lesser than 15,000 then the PF is default Rs 1800 or Company contribution to Provident Fund will be calculated at 12% of your Basic Salary

5.2.1. Average percentage of placement of outgoing students during the last five years

Notes:

5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
3. For claiming tax benefit in case of admissible allowances and reimbursements (OAAR), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
2. Employees should decide on the Flexi Benefits at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
1. The payroll processing will be as per Company policy notified from time to time.

Approved by : **Name : Sathyavethan Rajababu**

Aarti Srivastava **Signature & Date: 04/07/2021,**

TRAINING AGREEMENT

This Training Agreement ("**Agreement**") is made and executed on _____atby and between:

Mr./Ms._____ S/D/o Mr./Mrs. _____, having employee id no _____, permanent resident of _____and presently residing at_____ (hereinafter referred to as the "**Employee**");

And

Capgemini Technology Services India Limited, a company incorporated under the Companies Act, 1956 with its registered office at Block A Godrej IT park, Godrej & Boyce Compound, LBS Marg, Vikhroli West, Mumbai – 400079, India (hereinafter referred to as the "**Company**" which expression shall unless excluded by or repugnant to the context, be deemed to mean and include its successors and assigns);

The Employee and the Company are also referred to as the "**Party**" in the singular and as the "**Parties**" in the collective.

WHEREAS:

A. The Company is an entity engaged in the business of providing Information Technology, Software development and Outsourcing Services for the purpose of attaining its objects, the Company requires Employee to be employed to further the business of the Company.

B. The Employee has been offered employment with the Company vide an Employment Offer Letter and

Exhibit 1 dated _

(the "**Offer Letter**") issued by the Company to the Employee. The

Employee has agreed to be bound by the terms and conditions in the Offer Letter.

C. Pursuant to the terms of the Offer Letter, to meet the requirements of employment, the Employee is, as a condition of employment with the Company, required to undergo necessary and specialized training and/or on-the-job skill enhancement (under expert guidance) in Outsourcing Operations as necessary and/ or relevant to Employee's duties and responsibilities at the Company. Further, the Employee understands and has agreed that he/she is required to clear the mandatory "Final Assessment" and/or any other certification test as will be prescribed by the Company. The said training and on-the-job skill enhancement is hereinafter collectively referred to as **Training**.

D. The Company has a reasonable expectation that the Employee will apply on the job knowledge and skills learnt by him as a result of the Training, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the skills learnt as part of the Training in their work environment.

E. Considering the significant investment that Training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the Employee will not resign or cause to terminate his / her employment with the Company before the cost of the Training is amortized. Accordingly, the Employee as such has agreed to continue employment with the Company for a minimum period as set out in this Agreement.

NOW THEREFORE, in consideration of the foregoing and the respective representations, warranties, covenants and agreements set forth herein, and other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1.The Employee confirms that the employment and Training are beneficial to the Employee and that the provisions of this Agreement are fairly and reasonably required for protection and preservation of the interest of the Company, and is not penal in nature.

2.The Employee agrees that the Agreement is necessitated on account of the fact that the Employee has to undergo Training at the Company's cost, expense and time to acquire necessary technical and professional skills required for discharging duties and responsibilities as an employee, and the Employee hereby agrees to undergo and accept the Training as arranged by the Company as per terms and conditions of the Offer Letter and this Agreement. The Employee acknowledges that the Training shall immensely benefit and assist the Employee not only in his/her job duties and responsibilities at the Company but shall also significantly enhance his/her career prospects, both at the Company and outside of it.

3.The Employee hereby acknowledges and agrees that the Training will entail significant expenditure to the Company, including but not limited to, computer time, instructor time, supervisory time, software costs, travel and accommodation, the setting up and maintenance of general and special facilities for Training as well as for on-the-job skill enhancements, apart from the Employee's recruitment costs and salary & benefits during period of Training. For the purposes of this Agreement, the Training costs and related expenses are estimated by the Company to be Rupees Seventy Five Thousand Only ("**Training Costs and Expenses**"), which is hereby accepted and confirmed by the Employee.

4.The Employee agrees that as part of the Training, the Employee will study with all due care and diligence to the best of the Employee's ability and abide by and confirm to all the rules and regulations, policies, Terms and conditions of the Company in regard to Training hours, holidays, discipline and other conditions of the employment and/or Training or any directions given to Employee by the authorized representatives of the Company.

5.The Employee further agrees that during the period of Training, the Employee will abide by the instructions of the authorized representatives of the Company under whom the Employee may from time to time be placed. The Company reserves to itself the right to modify or vary, the content and/or period of the Training, without assigning any reason whatsoever.

6.In consideration of the expenses incurred by the Company for the Employee's Training, enhancement of skillsets and other good and valuable consideration, the receipt of which is hereby acknowledged by the Employee, the Employee agrees to serve in employment of the Company for a minimum period of Twenty Four (24) months (the "Commitment Term") from the date of the Employee joining the Company as an employee ("Joining Date"). Even if the Employee commits an act or omission with the intent to deliberately cause the Company to terminate his/her employment ("Employment Cessation"), the Employee shall be deemed to be in breach of the above obligation and the Commitment Term

7. The Parties agree that Commitment Term represents the minimum period by which the TrainingCosts & Expenses would be amortized by the Company.

8.The Employee is aware that the Company has employed the Employee in view of the Employee's commitment to remain in the Company's employment during the entire Commitment Term and signing of this Agreement. The Employee recognizes and accepts that the Company would be put to substantial disadvantage, inconvenience, loss, etc., in the event of the Employee not serving the entire Commitment Term.

9. Accordingly and notwithstanding anything to the contrary:

(i) in the event Employment Cessation occurs at any time but before completion of 12 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company the entire Training Costs and Expenses

(ii) in the event Employment Cessation occurs at any time after completion of 12 months but before completion of 18 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 50% of the Training Costs and Expenses.

(iii) in the event Employment Cessation occurs at any time after completion of 18 months but before completion of 24 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 25% of the Training Costs and Expenses.

10. The Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above is without prejudice to the Company's other rights that it shall be entitled to receive under law or equity. Additionally, the Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above shall constitute a debt owed by the Employee to the Company and shall be recoverable by the Company from the Employee with interest thereon calculated at 12% per annum till realization.

11. The Employee agrees that the Company shall at all times have lien over and the authority of deducting or appropriating towards the recovery of the Employee's liability to reimburse the Training Costs and Expenses to the Company, by way of salary, arrears of salary and all other types of remuneration and terminal benefits. Such a right of recovery shall be without prejudice to the Company's other rights that it shall be entitled to receive under law or equity.

12. The Employee further agrees to sign all such papers, documents, promissory notes, bank guarantee, undertakings and / or powers of attorney/letters of authority as the Company may require in this respect or under this Agreement.

13. The Parties further agree that this Agreement shall continue to be valid and in force even if the employment of the Employee ceases or is terminated at any time during the Commitment Term.

14. The Parties agree that (i) the failure to enforce any right against the Employee by the Company or (ii) any compromise made by the Company with the Employee for any violation of the terms in the Offer Letter, shall not constitute a waiver of the rights that the Company enjoys against the Employee under this Agreement or under the applicable laws.

15. It is hereby clarified that notwithstanding anything to the contrary, this Agreement shall not affect the Company's right to terminate the employment of the Employee at any time, whether during the Commitment Term or anytime thereafter. It is also clarified that nothing in this Agreement prevents the Employee from leaving, resigning from or terminating his/her employment with the Company(and accordingly this Agreement should not be construed as an employee bond) and that this Agreement stipulates only the monetary amounts that the Employee is liable and required to repay and/or reimburse to the Company in certain specific situations as envisaged in this Agreement.

16. The Employee agrees, recognizes and acknowledges that:

16.1.1 (i) he/she has been provided with a copy of this Agreement for review prior to signing it; (ii) he/she has reviewed it and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed this Agreement only after having had the opportunity to seek clarifications; (iv) he/she has been given a signed copy of this Agreement for his/her own records; and (v) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; and

16.1.2 He/she is subject to no contractual restriction or obligation that will in any way limit his/her activities on behalf of the Company or prevent him/her from performing all or any of the obligations, terms and conditions of this Agreement.

17. The Parties agree that all notices under this Agreement shall be sent by a Party to the other Parties by acknowledgement receipt registered post and contemporaneous courier transmission or by email to the addresses as has been provided in the Offer Letter.

18. If any paragraph, sub-paragraph, or provision of this Agreement, or the application of such paragraph, sub-paragraph, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such paragraph, sub-paragraph, or provision to persons, or circumstances other than those with respect to which it is held invalid shall not be affected.

19. The terms of this Agreement (read along with Offer Letter) are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Employee.

20. The Employee acknowledges and agrees that the Company may assign any of its rights under this Agreement to any person or entity. This Agreement is not assignable by the Employee.

21. No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right under this Agreement or under law. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

22. No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialled by all signatories to this Agreement.

23. All disputes arising between the Parties shall be settled under the provisions of the Arbitration and Conciliation Act 1996 of India. The Parties agree that the arbitration proceedings shall be conducted in Mumbai. Notwithstanding anything to the contrary, the Parties agree that this Agreement shall be construed and enforced in accordance with the laws of India, without giving effect to the conflict of law provisions thereof. Subject to the aforesaid, the courts in Mumbai shall have exclusive jurisdiction to resolve any disputes between the Parties that arise out of this Agreement.

(Signature Page follows)

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date written below by their own hand and seal or by their duly authorized representatives.

Employee Signature: Name: Date:

For Capgemini Technology Services India Limited

Signature: Name: Designation: Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Your base location for work is identified in the Employment Offer Letter. Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

a) one location to another; or

b) one team/department/account/function/Business Unit to another; or

c) one project/job to another; or

d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall

agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;

b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or anyorganization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime 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 right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.2.1. Average percentage of placement of outgoing students during the last five years

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may required you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically 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. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

a.) you are legally permitted to reside and be employed in India;

b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;

c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;

d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;

e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. **"Confidential Information"** shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than asnecessary to carry out the purpose for which it was shared with you;

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;

d) prevent the unauthorized use, dissemination or publication of such Confidential Information;

e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;

f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);

g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and

i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

a) was in your possession before receiving the same from the Company pursuant to this Letter;

b) is or becomes a matter of public knowledge through no fault of yours; or

c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 **"Intellectual Property Rights"** shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively **'Developments'**) that:

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;

b) results from tasks assigned to you by the Company; or

c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively **'Moral Rights'**). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effectivehourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During you employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company threemonths' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii)misconduct by you as provided under the labour laws and/or in the Company policies.

(iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause 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.

5.2.1. Average percentage of placement of outgoing students during the last five years

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement 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. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions

5.2.1. Average percentage of placement of outgoing students during the last five years

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I,_____ _____residing at _____ _____ _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the"Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1.That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
b) payroll processing agencies for processing my payroll (including reimbursement claims),
c) law enforcement agencies,
d) to comply with a judicial/quasi judicial order,
e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
f) insurance companies for the purpose of group insurance, personal accident insurance etc.
g) service providers providing services for biometric access to office premises for monitoring attendance.
h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
a.) affiliates of the Company for administrative purposes and/or audit;
b.) clients/prospects in relation to any staff augmentation assignments.

3.That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4.That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6.I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information inCompany's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature
Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Gmail shajahan mothi <shajahanmothi2000@gmail.com>

CTC Break Up | EXL, Bangalore
4 messages

Sayantan Kundu <Sayantan.Kundu@exlservice.com> Wed, Dec 29, 2021 at 11:51 AM

Dear Candidate,

Congratulations!!

As you know, you've got selected for one of the major Finance & Accounting project in EXL, Bangalore. Please check the bellow draft CTC break up what we can offer you for Associate (A1) position. Please go through the bellow details and send me one acceptance mail ASAP, if you are okay with it. So that we can complete the rest hiring process soon and virtually onboard you on 24th January, 2021.

Offered CTC Break up :

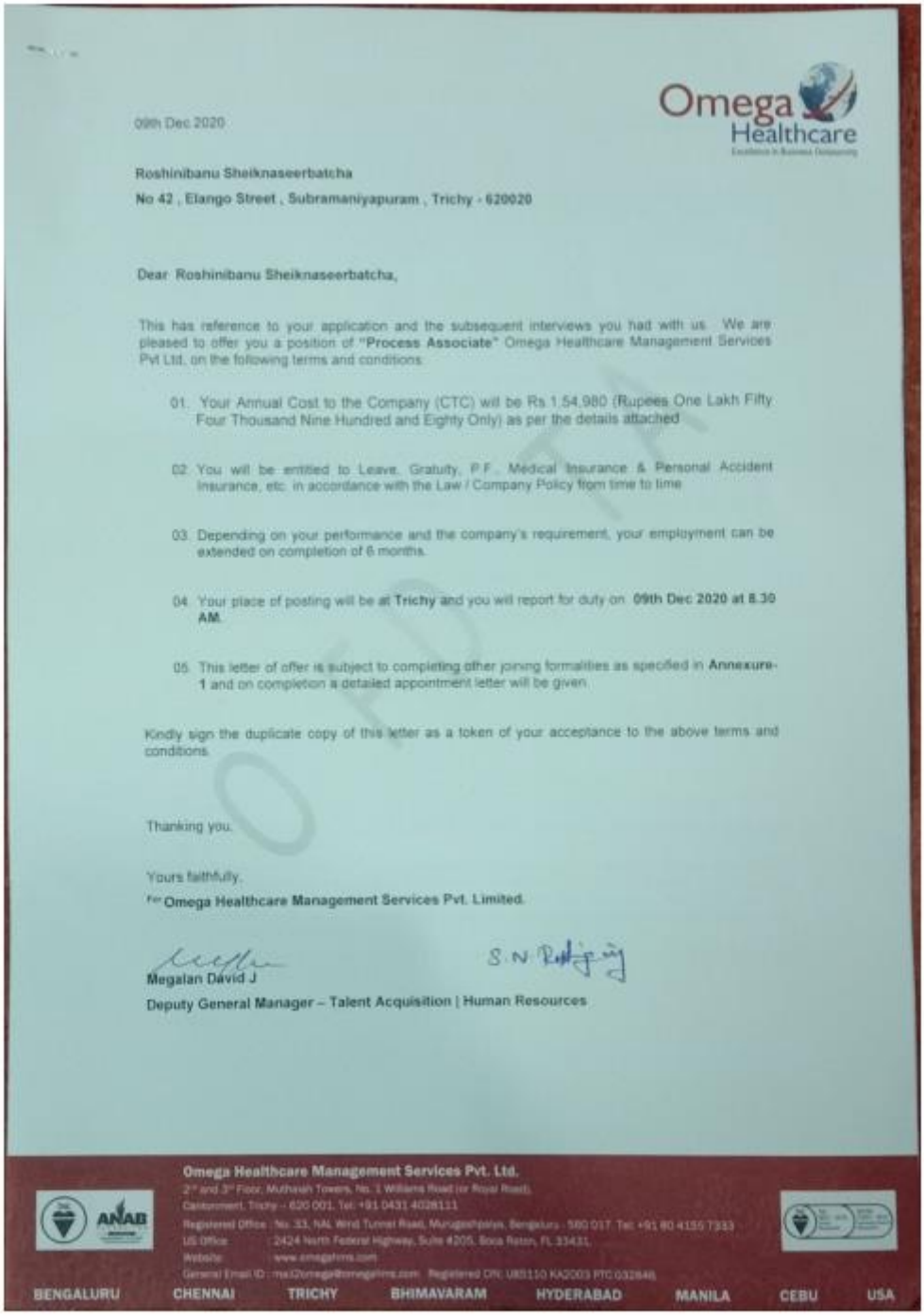
Your total CTC would be 3,58,458 (including PF) + Performance Bonus (variable)

Where, your Fixed per month would be 25,000 (Including PF) + Food allowances + Performance Bonus (variable – quarterly)

And your net take home per month would be: 21,200 (Excluding PF and professional tax) + Food allowances (Fixed 1050/-per month cash in hand) + Performance Bonus (variable – quarterly)

Components of Salary	Monthly	Annual
Basic + DA	15000	180000
Basket of Allowances	8200	98400
Employers Contribution to PF*	1800	21600
Total Fixed Compensation (A)	**25000**	**300000**
Cost of Other Benefits Provided by Company (Non - Monetary)		
Transport	2500	30000
Canteen	1050	12600
Accident Insurance and Mediclaim Premium	600	7200
Other Benefits (B)	**4150**	**49800**
Retirals		
Gratuity #	722	8658

5.2.1. Average percentage of placement of outgoing students during the last five years



09th Dec 2020

Omega Healthcare

Roshinibanu Sheiknaseerbatcha
No 42 , Elango Street , Subramaniyapuram , Trichy - 620020

Dear Roshinibanu Sheiknaseerbatcha,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you a position of "**Process Associate**" Omega Healthcare Management Services Pvt Ltd, on the following terms and conditions.

01. Your Annual Cost to the Company (CTC) will be Rs 1,54,980 (Rupees One Lakh Fifty Four Thousand Nine Hundred and Eighty Only) as per the details attached
02. You will be entitled to Leave, Gratuity, P.F., Medical Insurance & Personal Accident Insurance, etc. in accordance with the Law / Company Policy from time to time
03. Depending on your performance and the company's requirement, your employment can be extended on completion of 6 months.
04. Your place of posting will be at **Trichy** and you will report for duty on **09th Dec 2020 at 8.30 AM.**
05. This letter of offer is subject to completing other joining formalities as specified in **Annexure-1** and on completion a detailed appointment letter will be given.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you.

Yours faithfully,
For **Omega Healthcare Management Services Pvt. Limited.**

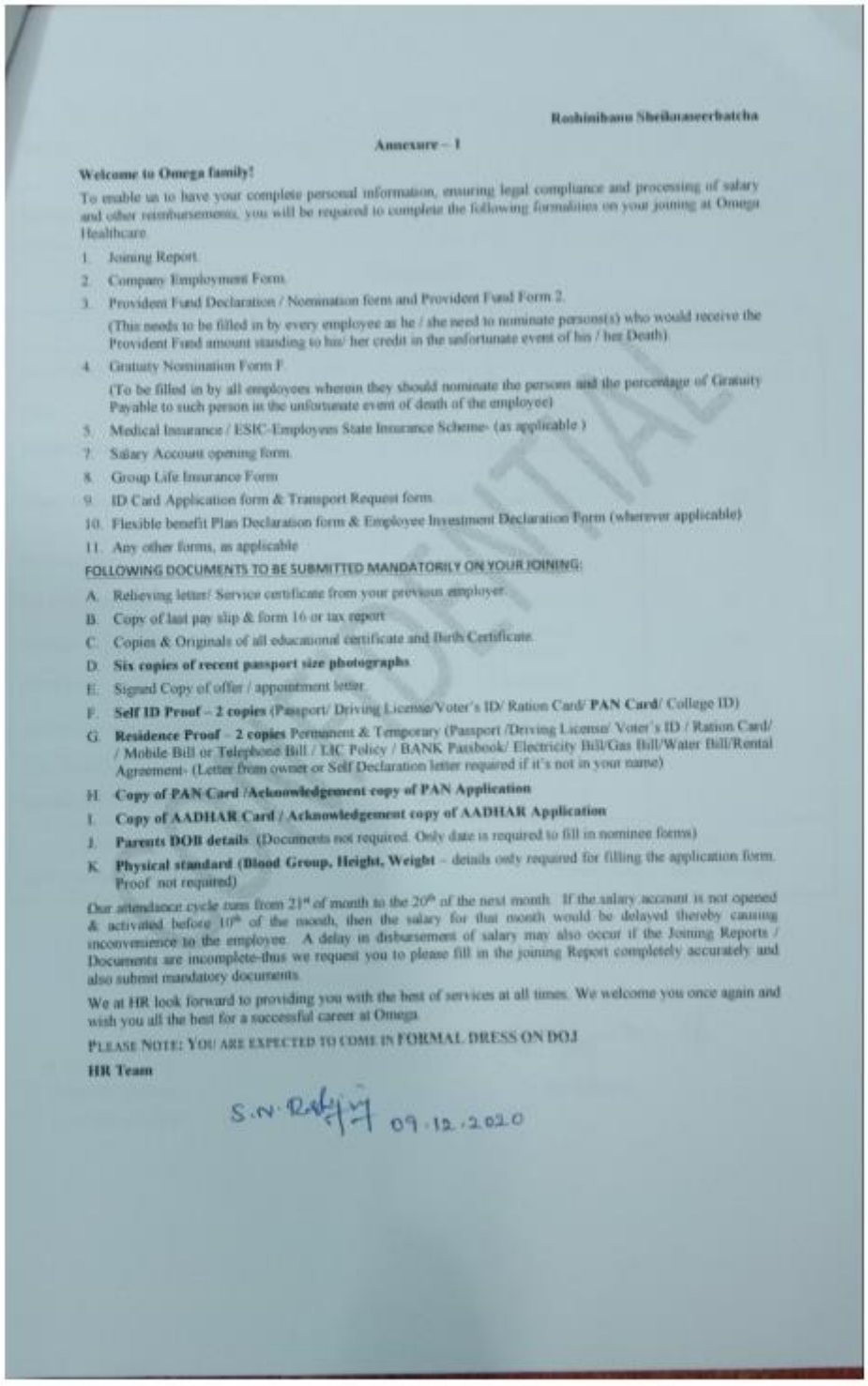
S.N Rathinam

Megalan David J
Deputy General Manager – Talent Acquisition | Human Resources

Omega Healthcare Management Services Pvt. Ltd.
2nd and 3rd Floor, Muthiah Towers, No. 1 Williams Road (or Royal Road), Cantonment, Trichy – 620 001. Tel: +91 0431 4028111
Registered Office : No. 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017. Tel: +91 80 4150 7333
US Office : 2424 North Federal Highway, Suite #205, Boca Raton, FL 33431.
Website : www.omegahms.com
General Email ID : mail@omegahms.com Registered CIN: U85110 KA2003 PTC 032848

BENGALURU CHENNAI TRICHY BHIMAVARAM HYDERABAD MANILA CEBU USA

5.2.1. Average percentage of placement of outgoing students during the last five years



Rohinibanu Sheikmeerbatcha

Annexure – I

Welcome to Omega family!

To enable us to have your complete personal information, ensuring legal compliance and processing of salary and other reimbursements, you will be required to complete the following formalities on your joining at Omega Healthcare.

1. Joining Report.
2. Company Employment Form.
3. Provident Fund Declaration / Nomination form and Provident Fund Form 2.
   (This needs to be filled in by every employee as he / she need to nominate persons(s) who would receive the Provident Fund amount standing to his/ her credit in the unfortunate event of his / her Death).
4. Gratuity Nomination Form F.
   (To be filled in by all employees wherein they should nominate the persons and the percentage of Gratuity Payable to such person in the unfortunate event of death of the employee)
5. Medical Insurance / ESIC-Employees State Insurance Scheme- (as applicable)
7. Salary Account opening form.
8. Group Life Insurance Form.
9. ID Card Application form & Transport Request form.
10. Flexible benefit Plan Declaration form & Employee Investment Declaration Form (wherever applicable)
11. Any other forms, as applicable.

FOLLOWING DOCUMENTS TO BE SUBMITTED MANDATORILY ON YOUR JOINING:

A. Relieving letter/ Service certificate from your previous employer.
B. Copy of last pay slip & form 16 or tax report.
C. Copies & Originals of all educational certificate and Birth Certificate.
D. **Six copies of recent passport size photographs.**
E. Signed Copy of offer / appointment letter.
F. **Self ID Proof – 2 copies** (Passport/ Driving License/Voter's ID/ Ration Card/ **PAN Card**/ College ID)
G. **Residence Proof – 2 copies** Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
H. **Copy of PAN Card /Acknowledgement copy of PAN Application**
I. **Copy of AADHAR Card / Acknowledgement copy of AADHAR Application**
J. **Parents DOB details** (Documents not required. Only date is required to fill in nominee forms)
K. **Physical standard (Blood Group, Height, Weight** – details only required for filling the application form. Proof not required)

Our attendance cycle runs from 21st of month to the 20th of the next month. If the salary account is not opened & activated before 10th of the month, then the salary for that month would be delayed thereby causing inconvenience to the employee. A delay in disbursement of salary may also occur if the Joining Reports / Documents are incomplete-thus we request you to please fill in the joining Report completely accurately and also submit mandatory documents.

We at HR look forward to providing you with the best of services at all times. We welcome you once again and wish you all the best for a successful career at Omega.

PLEASE NOTE: YOU ARE EXPECTED TO COME IN FORMAL DRESS ON DOJ

HR Team

S.N. Rohini 09.12.2020

CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Name	Roshinibanu Sheiknaseerbatcha	Exp DOJ	09th Dec 2020
Designation	Process Associate	Level : 1A	Location: Trichy

Proposed

Components	Monthly	Annual	Other Information	
Basic Salary	9,500	1,14,000		
HRA	0	0	Qualification	
Statutory Bonus	950	11,400	Experience	
Gross Salary (A)	**10,450**	**1,25,400**	Last Emplr	N/A
Provident Fund	1,140	13,680	Source of Hiring	
ESI / Med Ins Prem	340	4,080	Consultant Fees	Nil
Gratuity	457	5,484	Movement Expenses	Nil
GTLI Prem	100	1,200	Notice Pay	
Annual Leave Encashment (C)		5,136		
Sub - Total (B)	**2,037**	**29,580**		
Monthly CTC Total(A+B)	**12,487**	**1,54,980**		

Prepared By (HR)
Senior Manager - Talent Acquisition

Approved By (HR)
Senior Director – Human Resource

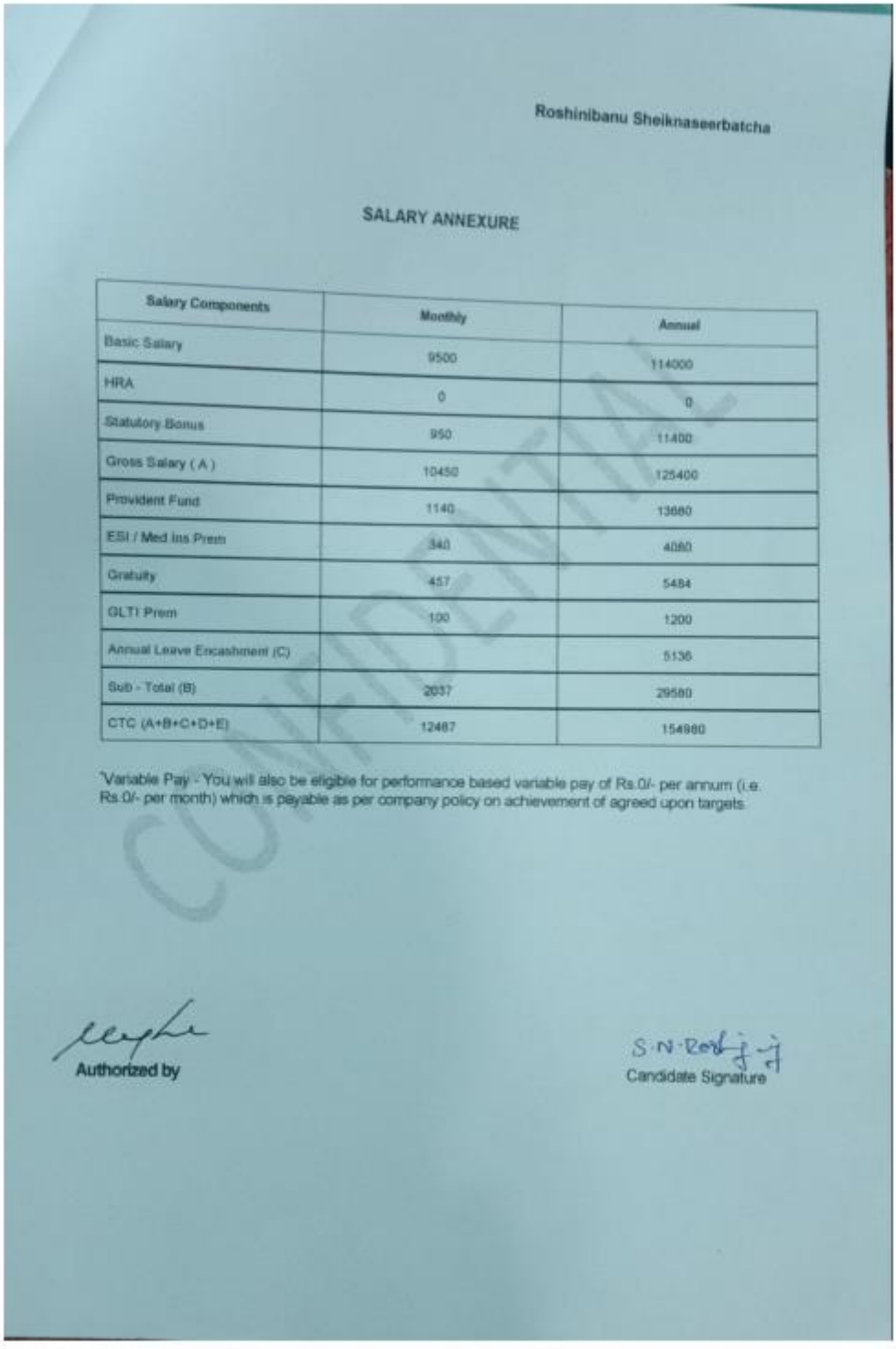
I **(Roshinibanu Sheiknaseerbatcha)** do hereby acknowledge that the above salary has been explained in detail by the HR and I Understood all the components.

S. N. Roshini
Candidate Signature
Date: 09th Dec 2020

HR Signature

CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years



Roshinibanu Sheiknaseerbatcha

SALARY ANNEXURE

Salary Components	Monthly	Annual
Basic Salary	9500	114000
HRA	0	0
Statutory Bonus	950	11400
Gross Salary (A)	10450	125400
Provident Fund	1140	13680
ESI / Med Ins Prem	340	4080
Gratuity	457	5484
GLTI Prem	100	1200
Annual Leave Encashment (C)		5136
Sub - Total (B)	2037	29580
CTC (A+B+C+D+E)	12487	154980

*Variable Pay - You will also be eligible for performance based variable pay of Rs.0/- per annum (i.e. Rs.0/- per month) which is payable as per company policy on achievement of agreed upon targets.

Authorized by

S N Roshinibanu

Candidate Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

Date: June 2, 2021

Sub: Offer of Employment

Dear Manirathinam,

We are pleased to make you an offer of employment at Firstsource Solutions Limited(**"Company"**), for the position of **CSA**, H2 at the company's Trichy office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,000
Special Allowance	2,492
Statutory Bonus/ Incentive/ Ex-Gratia *	2,398
GROSS SALARY	**11,890**
PF (12% of Basic) – Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	383
RETIRALS	**1,223**
Conduct Incentive p.m	**387**
SALARY (p.m.)	**13,500**
SALARY (p.a.)	**162,000**

A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	June 4, 2021
Time of joining	9:30:00 AM

5.2.1. Average percentage of placement of outgoing students during the last five years

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.
You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till June 4, 2021 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited

.....
Shahul Karim
SVP – Human Resources

Attachments

- Annexure.pdf

Offer electronically accepted by: Sivakumar, Manirathinam
Offer electronically accepted on: Jun 2, 2021 3:54 PM
Offer electronically accepted from: 106.211.242.194

5.2.1. Average percentage of placement of outgoing students during the last five years

SYSNET TECHNOLOGY NAVIGATOR

Rect / FR /07/ V 3.01 / Dt.:1.12.2014

REF.:SGT/HRD/11252/2017 **8th Sept 2021**

Offer Letter

Dear M.ABDUL RAHMAN

This is in reference to your application and the subsequent interview you had with us in connection with your employment in our Company. We are pleased to make you an offer of appointment as **Technical support Engineer.** Remuneration as offered and agreed is **Rs.13,000/-** CTC per month (inclusive of mobile expenses).
This offer is valid from the date of your joining, which will be **20th Sept 2021.**

On the date of your joining, you will report to **Mr. Sankar Ganesh R.** The Management reserves the right to utilize your services in any of our group companies located elsewhere in India or abroad.

Your offer letter will be terminated if found any compliance issue in the background verification. Post joining, you will provided process training and the same need to be successfully completed to get inducted in company
On accepting the offer, you agree that upon signing the appointment agreement with the company, should you resign within six month of joining, a notice of 60 days is applicable from both sides.

The relieving / resignation acceptance letter from your previous organization has to be submitted upon your joining the company. Any extension of the same will require formal approval from your reporting authority which in case should happen before disbursement of your first salary.

At the time of joining at the above mentioned location, you should complete the joining formalities and submit the following documents:

1. Photocopies of educational certificate.
2. 3 passport size photographs.
3. Personal data form duly filled in.
4. Proof of residence.

Plot no. 6, Park street, Usha Plaza, 2nd Floor, Near Jaipur Tower, MI Road, Jaipur -30200 Tel. : 0141-3230427
http://www.sysnetglobal.com, e-mail : sysnet@sysnetglobal.com
(CIN No. U30007 DL 1999 PTC 098140) (An ISO 9001:2015,ISO 20000-1:2011 and ISO 27001:2013 certified company)

5.2.1. Average percentage of placement of outgoing students during the last five years

SYSNET TECHNOLOGY NAVIGATOR

5. Complete details of your last employment including the appointment letter, copies of salary slips/proof of Last salary drawn and experience certificate/relieving letter.
6. Joining Report clearly mentioning the complete contact details, along with telephone numbers and e-mail address.
7. Two references along with Name, Complete address & Contact Numbers.
8. Photocopy of PAN Card.
9. Cancelled Cheque of your bank account for the proof of A/c no. (ICICI Bank).

This offer is subject to the information provided by you in your Bio-data, and during interviews, is correct and valid.

Your formal appointment letter will be issued at the time of your joining. In the meanwhile, we request your confirmation of acceptance of this offer by returning us a signed copy of this letter.

We look forward to your joining our organization at the earliest.

Best Wishes

(This Mail is electronically generated and no Signature is required)

For *Sysnet Global Technologies (P) Ltd.*

Accepted & Received

Signature & Name

Plot no. 6, Park street, Usha Plaza, 2nd Floor, Near Jaipur Tower, MI Road, Jaipur -30200 Tel. : 0141-3230427
http://www.sysnetglobal.com, e-mail : sysnet@sysnetglobal.com
(CIN No. U30007 DL 1999 PTC 098140) (An ISO 9001:2015,ISO 20000-1:2011 and ISO 27001:2013 certified company)

5.2.1. Average percentage of placement of outgoing students during the last five years

SYSNET TECHNOLOGY NAVIGATOR

Annexure	
Salary Components	**Amount**
Basic	7,418
HRA	3,692
Bonus	618
SPL Allowance	
Total Earning (A)	***11,727***
PF	891
ESIC	88
Welfare Fund	74
Employee Contribution (B)	***1,053***
Net Pay (A-B)	***10,674***
PF	891
ESIC	382
Employer Contribution (C)	***1,273***
Fixed CTC (A+C)	***13,000***

Accepted & Received

Signature & Name

Plot no. 6, Park street, Usha Plaza, 2nd Floor, Near Jaipur Tower, MI Road, Jaipur -30200 Tel. : 0141-3230427
http://www.sysnetglobal.com, e-mail : sysnet@sysnetglobal.com
(CIN No. U30007 DL 1999 PTC 098140) (An ISO 9001:2015,ISO 20000-1:2011 and ISO 27001:2013 certified company)

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

03 Mar 2022
Cognizant Technology Solutions India Private Ltd.
5/535, OLD Mahabalipuram Road,
Okkiam, Thoraipakkam,
Chennai- 600 097

TO WHOM IT MAY CONCERN

Sub: Proof of employment

Employee name	: Ms.Mohana Dhanapal
Employee ID	: 927661
Designation	: Programmer Trainee
Date of joining	: 27 Mar 2021
Letter validity	: 60 days

Thank you,

For **Cognizant Technology Solutions India Private Ltd..**

Pravin Mathiyalagan Kumar
Associate Director - HR
03 Mar 2022

Disclaimer: This document is valid, subject to the associate being employed with us.

This e-letter is secure and when printed is deemed to be a valid document issued by Cognizant to the associate.
To verify the content please contact verification@cognizant.com.

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

28-May-2020

Dear Abdullah Nathersha,
B. Sc, Computer Science
Jamal Mohamed College

Candidate ID – 14254294

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Annexure A

Name: Abdullah Nathersha **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus****	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**216,749**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**228,749**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		**252,001**

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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. # 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. Contribution to ESI Wages: 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.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

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.

Login to https://onecognizant.cognizant.com>Total Rewards App for more details

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

28-May-2020

Dear Ashwin Prasanna Lakshminarayanan,
B. Sc, Computer Science
Jamal Mohamed College

Candidate ID – 14254310

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Annexure A

Name: Ashwin Prasanna Lakshminarayanan **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**216,749**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**228,749**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		**252,001**

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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. # 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. Contribution to ESI Wages: 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.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

28-May-2020

Dear Gopinath Udayakumar,
B. Sc, Computer Science
Jamal Mohamed College

Candidate ID – 14254362

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

28-May-2020

Dear Manikandan Arumugam,
B. Sc, Computer Science
Bharathidasan University

Candidate ID – 14174150

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Annexure A

Name: Manikandan Arumugam **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
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As an associate you are also entitled to the following additional benefits:
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* **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
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2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Ref: TCSL/DT20195970571/1354007/Chennai
Date: 18 December 2020

MR. PRATHEEP
27/1 Krishna Kovil Street,
Beema Nagar, Trichy,
Tamil Nadu-620001.
Tel# 918883851984

Sub: Joining Letter

Dear Mr. Pratheep,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **18th January 2021** , your joining location is **Bangalore** , work location is **Bangalore** and your stream is **BSc - Internal IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com
Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021
Corporate Identification Number (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

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Corporate Identification Number (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195966312/Chennai
Date: 03/01/2020

Mr. Ashfaq Naina
8/25 ADharga North Street,
Ayesha Sidddhiqque Madharsha Near,
Thondi-623409,
Tamilnadu.
Tel# -

Dear Ashfaq Naina,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

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 **₹2,840/-** 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 of **₹1,400/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

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

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TATA

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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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.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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 50% 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. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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TATA

months (including the TCS Xperience Program 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 program, 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.

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. 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.

9. 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.

10. 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 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.

11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. 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.

15. 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.

16. 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.

17. 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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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18. 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)

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*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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. 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.

20. 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.

21. 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.

22. 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.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
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 Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Ashfaq Naina**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR 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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** 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
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE 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	**KOLKATA** 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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.

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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 filling 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.

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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. **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.

8. **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.

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9. 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.

10. 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.

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(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.

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Cognizant

28-May-2020

Dear Kishore Kumar Selvaraj,
BCA, Computer Applications
Jamal Mohamed College

Candidate ID – 14254407

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Annexure A

Name: Kishore Kumar Selvaraj **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**216,749**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**228,749**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		**252,001**

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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. # 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. Contribution to ESI Wages: 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.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

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.

Login to https://onecognizant.cognizant.com>Total Rewards App for more details

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20195964290/Chennai
Date: 03/01/2020

Mr. Mohamed Mustaq A
415Khajamian Hostel,
Jamal Mohamed College,
Trichy-620020,
Trichy.
Tel# 91-9597276913

Dear Mohamed Mustaq A,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,100/-** per month.

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Tata Consultancy Services Limited
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

5.2.1. Average percentage of placement of outgoing students during the last five years

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BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹2,840/-** 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 of **₹1,400/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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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.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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 50% 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. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program 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 program, 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.

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

8. 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.

9. 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.

10. 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 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.

11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. 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.

15. 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.

16. 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.

17. 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.

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18. 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)

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*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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. 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.

20. 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.

21. 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.

22. 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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Withdrawal of Offer
If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
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 Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET Annexure 1

Name	Mohamed Mustaq A
Designation	Graduate Trainee
Institute Name	Jamal Mohd. College ,Trichy

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR 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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** 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
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE 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	**KOLKATA** 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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TATA CONSULTANCY SERVICES
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TATA

Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.

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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 filling 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.

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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. **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.

8. **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.

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9. 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.

10. 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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

(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.

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5.2.1. Average percentage of placement of outgoing students during the last five years

RIC
صناعات التبريد
REFRIGERATION INDUSTRIES

PROVISIONAL JOB OFFER

Dear MR. **Mohamed Sabeer** ,

Congratulations! You have been selected for the position of **Data Entry** with Refrigeration Industries company, Kuwait. The salary for this position is **140** /- Kuwaiti Dinars.

Terms and Conditions:

- Two (2) years contract. No automatic renewal without verification of Indian Embassy, Kuwait.
- Free food or monthly food allowance of **KD 20.000** and free ,furnished, shared accommodation provided by the employer.
- Free transportation from accommodation to site and return to accommodation.
- Annual Leave: 30 days paid leave per year.
- Other terms and conditions are in accordance with Kuwait Labor law.
- Location of deployment: **KUWAIT**

Please confirm your acceptance or not to this job offer by updating the below particulars.

I accept this offer	I decline this offer
(Signature)	*(Signature)*

Reason for declining the offer: .....

Refrigeration Industries Company

COOLEX
COMFORT BEYOND EXPECTATIONS

5.2.1. Average percentage of placement of outgoing students during the last five years

BUZZWORKS®

Date: 05-August-2021

Naresh K
Trichy

Dear Naresh K,

With reference to your discussion had with our client, we are pleased to offer you the position of **"Analyst"** for **Buzzworks Business Services Pvt Ltd,** to be deployed at client location of **Capgemini Technology Services India Limited, Trichy.**

Remuneration:

Your annual Cost To the Company (CTC) will be **Rs 232440/-(Two Lac Thirty Two Thousand Four Hundred and Forty Rupees Only)**.The break-up of the CTC will be as per the Annexure 'A'.

Date of joining:

Your appointment shall commence on or before **06th August 2021.** Should you fail to join by **06th August 2021**, this offer shall stand withdrawn at sole discretion of the Company.

This Offer is subject to us receiving satisfactory feedback from the references provided by you at the time of your interview. It is also likely that we conduct Third Party reference check post your joining us and in the event these checks reveal negative reports, your services will be terminated with immediate effect without any financial obligation on us.

You are requested to sign a copy of this letter in token of your acceptance of this Offer and return the same to us.

This employment contract shall be terminable by either party giving 15days (Fifteen) days' notice in writing or salary in lieu of notice, to the other party.

Looking forward to have a mutually beneficial association with you!

Thanking You,

For Buzzworks Business Services Pvt. Ltd.

Authorized Signatory

Registered office address:
Buzzworks Business Services Pvt. Ltd, Door # 84,3rd Floor, Murugesa Naicker Building, Thousand Lights, Greams Road, Chennai – 600006, Tamil Nadu
+91.44.4978 1837, www.buzzworks.com, CIN : U74999TN2006PTC059363
Branch office addresses:
502 & 503,5th Floor, "Shreya House" Perry Cross lane, Off Andheri Kurla Road, Andheri (E), Mumbai 400093
6, 3rd Floor, Cambridge Road, Udani Layout, Halasuru. Bengaluru – 560 008.
Flat:1508 bearing, 15th Floor, Babukhan Estates, Basheerbagh, Hyderabad-500 029, Telangana.
11th Floor, Noel Focus, Chittethukara, CSEZ (PO), Seaport Airport Road, Kakkanad, Kochi - 682 037.

5.2.1. Average percentage of placement of outgoing students during the last five years

BUZZWORKS®

CTC Breakup

Naresh K
Analyst

Annexure 'A'

CTC	Monthly	Yearly
Salary Break-up		
Basic + DA	9945	119340
HRA	3978	47736
Statutory Bonus	828	9936
Special Allowance	2019	24228
SUB-TOTAL/Gross Salary	**16670**	**200040**
Statutory Liabilities of Employee		
Provident Fund 12%	1436	17232
ESI Employee Contribution 0.75%	126	1512
PT	208	2496
Income Tax (As Earnings)		0
LWF		0
Cash in Hand to Employee/Net Salary	**15000**	**180000**
Statutory Liabilities of Employer		
PF Employer Contribution 13%	1555	18660
ESI Employer Contribution 3.25%	545	6540
LWF		0
Insurance	500	6000
SUB-TOTAL	2600	31200
CTC	**19370**	**232440**

***Income tax applicable as per Income tax law.**

For Buzzworks Business Services Pvt. Ltd.

Authorized Signatory

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5.2.1. Average percentage of placement of outgoing students during the last five years

BUZZWORKS®

Terms & Conditions

You will be guided by the provisions laid out by the company and as amended from time to time in respect of the policies and procedure to be followed.

1. The normal working hours of the company are 9.00 AM to 7.00 PM. These working hours may be modified to suit particular business requirements, may vary from individual to individual within the company and also entail working in shifts.
2. You are requested to fill in your timesheet 9 hours per day and 45 hours per week in your VMS-Fieldglass as per standard working hours, any deviation in above hours then pro rata salary will be released.
3. Your manager will provide you with your detailed job description and provide you with the necessary guidance, supervision and direction in the execution of your daily job responsibilities. Your manager will also conduct your periodic performance appraisals ad provide you with appropriate feedback and counseling.
4. During the course of your employment you will devote your whole time, attention and skills to the conduct of the business of the company. You will not accept any form of employment, consulting assignment or engage in any business whatsoever - even if such activity may be outside the normal working hours of the company.
5. If you are assigned to work at the company's customer locations you will represent the company's interests in a professional, sensitive, dignified and responsible manner. You will at no time solicit employment, directly or indirectly, with any of the company's customers. You will always inform the company's management of any problem situations at the customer's location in a timely fashion and seek the direction of the company in management in resolving the same.
6. You will keep all information relating to the company's business that may be available to you as an employee of the company in the strictest confidence and not divulge the same to any third party. Upon termination of your employment with the company you will return all such material in your possession to the company.
7. All work done by you as an employee of the company become the intellectual property of the company and belong exclusively to the company.
8. Upon separation/termination of your employment with the company, you will not use any company information that was available to you during your employment with the company, to undermine the business interests of the company in any manner.
9. You will adhere to all the professional norms and standard work practice. You shall compensate the loss caused to the company, in case you withdraw services while deputation to our customer location.
10. The company will notify the schedule of standard/ public holidays for the company during the calendar year. Employees will however be required to observe the work timings, holiday schedule and workplace rules and regulations of the location they are assigned to at any time.

Name:_____Signature:_____ Date:_____.

Registered office address:
Buzzworks Business Services Pvt. Ltd, Door # 84,3rd Floor, Murugesa Naicker Building, Thousand Lights, Greams Road, Chennai – 600006, Tamil Nadu
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5.2.1. Average percentage of placement of outgoing students during the last five years

Letter of Intent - Sivashankar Subash - Ref. No.: 9620409
1 message

<careers@wipro.com> Thu, Feb 20, 2020 at 8:30 PM
To: shankarsiva401@gmail.com
Cc: manager.campus@wipro.com

Campus - Letter Of Intent

February 20, 2020

Dear Sivashankar Subash ,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000	712	15,712/- (*)
Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended

5.2.1. Average percentage of placement of outgoing students during the last five years

recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
Navigate your next

HRD/InfosysBPM/1002453372 October 26, 2021

Mr. Syed ansar abdul lathif
do no 62 shenoy nagar,nungampakka
chennai
Chennai-1111111
India

STRICTLY PRIVATE & CONFIDENTIAL

Dear Syed ansar,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a) Role	:	Process Executive
b) Role designation	:	Technology Support Executive
c) Job Level	:	2B
d) Date of Joining	:	28-October-2021
e) Location of posting	:	CHENNAI, TAMIL NADU, India
f) Gross salary per month	:	Rs 13574/-

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

5.2.1. Average percentage of placement of outgoing students during the last five years

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2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

**The Company reserves the right to initiate background verification (BGV) for all employees.
***Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

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4. Background Verification

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

7. Transfer/Secondment

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.
During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

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11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.

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e) Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Dependra Mathur
SVP - Head Human Resource Development - BPM
Infosys BPM Ltd,
Building 48, 4th Floor, Section 1,
Electronic City, Hosur Road,
Bangalore -560100

We welcome you to the Infosys BPM family and wish you a rewarding career over the years to come.
Yours sincerely,

Dependra Mathur
SVP - Head Human Resource Development - BPM

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your name Location

Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.

5.2.1. Average percentage of placement of outgoing students during the last five years

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APPENDIX 1

COMPENSATION DETAILS	
Name	**Mr. Syed ansar abdul lathif**
Role Designation	**Technology Support Executive**
Job Level	**2B**
Date of Joining	**28-October-2021**
Location of Posting	**CHENNAI, TAMIL NADU, India**

Fixed Components	**Amount in INR per month**
Basic	8,829
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	9,929
Statutory Components	
Company Contribution to Provident Fund	1,191
Gratuity	478
Bonus	1,976
Sub Total 2	3,645
Gross Salary per month - Sub Total 1+2	**13,574**
Total Annual CTC	**162,888**

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on allocation to a voice process)	**Rs 2,500**
Shift Allowance (paid monthly if you are working in night shift)	**As applicable**

*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

5.2.1. Average percentage of placement of outgoing students during the last five years

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ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

Offered by:	Candidate:	SAP data provided by:	SAP data updated by:
26-10-2021	Date: _____, 20_____	Date: _____, 20_____	Date: _____, 20_____
_____	_____	_____	_____
Sign your name Umashankar N	Sign your name Syed ansar abdul lathif	Sign your name	Sign your name
_____	_____	_____	_____
Print your name 926577 HRD	Print your name	Print your name	Print your name
_____ _____		_____ _____	_____ _____
Emp No. Dept. Name		Emp No. Dept. Name	Emp No. Dept. Name

Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

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APPENDIX 2

Deductions*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

*The amounts mentioned above are indicative and may vary based on location of posting.
**The above amounts are subject to change.
*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

5.2.1. Average percentage of placement of outgoing students during the last five years

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APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
Shift 2 - From 2:30 PM to 5:29 PM			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
Shift 3 - From 5:30 PM - 2:29 AM			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
Shift 4 - From 2:30 AM - 5:30 AM			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
Shift 1 - After 5:31 AM (anytime swipe after 5:31)			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
Shift 1-After 12:30 PM- 2:30 PM			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
Shift 0-After 6:30 AM (any time after 6:30 AM)			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

5.2.1. Average percentage of placement of outgoing students during the last five years

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Shift Allowance Payout Scenarios

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

Shift 0:

Refer appendix above for timings, this shift is not eligible for any allowance.

Shift 1:

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

Shift 2:

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

Shift 3:

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

Shift 4:

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

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APPENDIX 4

ADDENDUM TO EMPLOYMENT LETTER

I, _____ do hereby acknowledge and confirm the following:
(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number _____ effective from_____ Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a.accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b.accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum,"Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

i.Tech Mahindra Limited
ii.Genpact Limited
iii.WNS Limited
iv.Tata Consultancy Services Limited
v.Accenture Limited
vi.International Business Machine Corporation
vii.Cognizant Technology Solutions
viii.Wipro Ltd
ix.HCL Limited

Place: Employee Signature:

Date: Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

5.2.1. Average percentage of placement of outgoing students during the last five years

QUESS

Date: Apr 20, 2021
Offer No : QS2192178

AZARUDEEN MUNAF
NO. 120, PRESTIGE PALLADIUM BAYAN, GREAMS ROAD, THOUSAND LIGHTS
CHENNAI 600006
TAMIL NADU

FIXED TERM EMPLOYMENT CONTRACT

Dear **AZARUDEEN MUNAF**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to our client under this Contract which will be intimated to you before your deployment. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from APR 21, 2021 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract,youcan be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from APR 21, 2021 to OCT 18, 2021.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

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QUESS Corp Limited (Formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
http//:www.quesscorp.com | Toll Free No: 1800-572-3333

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5.2.1. Average percentage of placement of outgoing students during the last five years

QUESS

You are required to work at client's location at CHENNAI.

POSITION:

You are appointed as JIOFIBER ENGINEER.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid OCT 18, 2021 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by

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QUESS

the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as

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5.2.1. Average percentage of placement of outgoing students during the last five years

above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall

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only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Apr 21 2021 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

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

With warm regards,

For **QUESS Corp Limited.**

Tej Hans Raj Singh
COO Staffing

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I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining,in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:..... Signature:.....

Place:.....
Date:.....

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Compensation Sheet

Offer No: **QS2192178** Associate Name: **AZARUDEEN MUNAF**
Designation: **JioFiber Engineer** Location: **CHENNAI**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9533	114396
House Rent Allowance	4767	57204
Other Allowance	444	5328
Statutory_bonus	795	9540
Gross Salary	**15539**	**186468**

Employer's Contribution		
Employer_esi	506	6072
Employer Provident Fund	1198	14376
Insurance	150	1800
Total Contribution	**1854**	**22248**
Cost to Company: (CTC)	**17393**	**208716**

Deduction: (Subjected to change)		
Employee Esi	117	1404
Provident Fund	1198	14376
Total Deduction	**1315**	**15780**
Net Take Home	**14224**	**170688**

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

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You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.
Please mention your

- Offer No :QS2192178
- Name :AZARUDEEN MUNAF
- Mobile No

Link to download WorQ
Play Store (Android) - https://goo.gl/rqsMnr
App Store (iOS) - https://goo.gl/DmHpEj

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DISCLAIMER

To whomsoever it may Concern

I,AZARUDEEN MUNAF , Offer ID QS2192178, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 4533256 /773475 ,
05/28/2021 ,
Hasif Rameem Habeeb Mohammed
3/511, ,manarkeni street, Adiyakkamangalam ,

Trichy ,Tamil Nadu ,
India .

Confidential

Dear Hasif Rameem Habeeb Mohammed ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited (**'Capgemini'** or **'Company'**) starting from 05/31/2021 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

B) You will be required to work at the Company's offices in location Trichy IN

C) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 168076 /- (Rupees One Lakh Sixty Eight Thousand and Seventy Six only only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. Provident Fund - You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation .

2. Gratuity - Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation .

3. ESIC - In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

5.2.1. Average percentage of placement of outgoing students during the last five years

Avant Career Pvt. Ltd.
Delhi Office: Block A1 Plot No 43-44, Sewak Park Nsit
Azad Hind Fauz Marg New Delhi-110059 | Tele: +91 8851189214
E-mail: Info@avantcareer.in | Website: www.avantcareer.in

Name: **Thavooth Khan**

Dear Mr. **Thavooth Khan**

Congratulations .....!!!!!

We are pleased to confirm that you have been selected to work for our Client **Jumbotail Technologies Pvt. Ltd.** as **Inventory Supervisor** from **08-Sep-2021**.

We are delighted to make you the following job offer.

- The location of your posting will be **Trichy, Tamilnadu.**
- Your working hours will be decided by Client.
- Your Net take home salary will be Rs. **17028**/-
- If you left the job before 7 days you cannot claim for the salary what so ever.
- Your have to serve the notice period of 15 Days.
- As per the company requirements your job location might change to some other place.
- Your contract will be terminated for any misbehavior or fraud at client place.

We would like you to get in touch us Avant Career for documentation and orientation prior to joining. If this date is not acceptable, please contact us immediately.

Please sign the enclosed copy of this letter and return it to Avant Career to indicate your Acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Sincerely,

EKTA PALIWAL

Digitally signed by EKTA PALIWAL

Human Resource

Avant Career Pvt. Ltd.

I accept the offer as outlined above.

Name: -

Signature:-

Date: -

Contact No:-

5.2.1. Average percentage of placement of outgoing students during the last five years

Name: Thavooth Khan

Doj: 08-Sep-2021

Location: Trichy, Tamilnadu

Basic	11272
VDA	0
Leave Encashment	542
Exe Incentive	3150
Travel Conveyance	0
Shift Allowance	2818
Bonus	939
Gross Total	**18721**
Employee Share	
PF @12%	1353
ESIC @.75%	140
LWF	0
PT	200
Total E. Share	**1693**
Employer Share	
PF @13%	1465
ESIC @3.25%	608
LWF	0
Insurance	0
Total EPR Share	**2074**
CTC	**20795**
NTH	**17028**

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206317981/Chennai/BPS/BTN
Date: 09/11/2020

Ms. Dhanapriya P
61d/8 Panaiyadian Kovil St, Chinthamani Bazaar, Trichy-2
Chinthamani Bazaar
Tiruchirappalli
Tiruchirappalli-620002
Tamil Nadu
Tel# 91-9087836353

Dear Ms. Dhanapriya P,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

   i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of Traineeship, from Employees' State Insurance Corporation.

   When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial . For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

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6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written

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TATA

permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **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 a trainee of TCSL.

9. **Notice Period:**
You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. **Medical Test:**
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. **Background Check:**
Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. **Submission of Documents:**
At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

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13. **Initial Learning Programme (ILP)**
On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. **Letter of Appointment**
Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. **Personal Data Processing:**
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.

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.

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.

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.

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.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

17. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20206317981/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. **Confidential Information**
"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 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 any 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 TCS . 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

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling 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 Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. **Security policies and Guidelines.**
6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. **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.

8. **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.

9. **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 the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat

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Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

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.

10. 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 any claim or liability of any party, 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, 1996 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, Data and IP Protection Terms 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, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206338227/Chennai/BPS/BTN
Date: 17/02/2021

Ms. Priyanka Muniyandi
2/300-F, Ghandhiji Road, R.K Cylendar Nearby,
R.K Cylendar Sandhu
Opposite To Thaluk Office, Closed To Cub Bank.
Paramakudi-623707
Tamilnadu
Tel# 91-7757052804

Dear Ms. Priyanka Muniyandi,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

   i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of Traineeship, from Employees' State Insurance Corporation.

   When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial . For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

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6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written

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permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **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 a trainee of TCSL.

9. **Notice Period:**
You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. **Medical Test:**
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. **Background Check:**
Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. **Submission of Documents:**
At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

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13. **Initial Learning Programme (ILP)**
On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. **Letter of Appointment**
Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. **Personal Data Processing:**
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.

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.

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.

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.

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.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

17. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

K Ganesan
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20206338227/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. **Confidential Information**
"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 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 any 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 TCS . 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

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling 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 Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. **Security policies and Guidelines.**
6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. **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.

8. **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.

9. **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 the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat

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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.

10. 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 any claim or liability of any party, 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, 1996 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, Data and IP Protection Terms 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, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206340579/Chennai/BPS/BTN
Date: 20/01/2021

Ms. Kirupa Sri R Saravanan
21, Mns Garden Existence,
Olaiyur Main Road
Trichy
Trichy-620021
Tamil Nadu
Tel# 91-9787673454

Dear Ms. Kirupa Sri R Saravanan,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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TATA

OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

   i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of Traineeship, from Employees' State Insurance Corporation.

   When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial . For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

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6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written

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permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **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 a trainee of TCSL.

9. **Notice Period:**
You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. **Medical Test:**
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. **Background Check:**
Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. **Submission of Documents:**
At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

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13. **Initial Learning Programme (ILP)**
On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. **Letter of Appointment**
Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. **Personal Data Processing:**
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.

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.

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.

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.

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.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

17. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20206340579/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. **Confidential Information**
"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 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 any 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 TCS . 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

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling 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 Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. **Security policies and Guidelines.**
6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. **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.

8. **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.

9. **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 the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat

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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.

10. 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 any claim or liability of any party, 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, 1996 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, Data and IP Protection Terms 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, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20207301198/Chennai/BPS/BTN
Date: 22/10/2020

Ms. Meharunisha S
53/A
Subburayar Street
Kallukuzhi
Trichy-620020
Tamilnadu
Tel# -9384752093

Dear Ms. Meharunisha S,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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TATA

OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

   i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of Traineeship, from Employees' State Insurance Corporation.

   When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial . For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

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6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written

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permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **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 a trainee of TCSL.

9. **Notice Period:**
You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. **Medical Test:**
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. **Background Check:**
Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. **Submission of Documents:**
At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

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TATA

13. **Initial Learning Programme (ILP)**
On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. **Letter of Appointment**
Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. **Personal Data Processing:**
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.

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.

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.

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.

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.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

17. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

Private and Confidential
TCSL/DT20207301198

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TATA

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20207301198/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. **Confidential Information**
"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 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 any 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 TCS . 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

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling 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 Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. **Security policies and Guidelines.**
6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. **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.

8. **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.

9. **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 the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat

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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.

10. 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 any claim or liability of any party, 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, 1996 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, Data and IP Protection Terms 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, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

December 28, 2021

MS. Deepika Jeyaraman

Dear **Deepika Jeyaraman**

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you a position of **ASSOCIATE - AR (PROCESSOR)** Omega Healthcare Management Services Pvt Ltd, on the following terms and conditions:

01. You will draw a Basic Salary of Rs 9,890.00/- (Rupees Nine Thousand Eight Hundred Ninety Only) per month. In addition to this, you will be paid HRA of Rs. 721.00/- (Rupees Seven Hundred Twenty One Only) and Statutory Bonus of Rs. 989.00/- (Rupees Nine Hundred Eighty Nine only) per month as other allowances.
02. You will be entitled to Leave, Gratuity, P.F., Medical Insurance & Personal Accident Insurance, etc. in accordance with the Law / Company Policy from time to time.
03. Depending on your performance and the company's requirement, your employment can be extended on completion of 6 months.
04. Your place of posting will be at **Tiruchirapalli-IV** and you will report for duty on **28 December 2021 at 8.30 AM**.
05. This letter of offer is subject to completing other joining formalities as specified in **Annexure-2** and on completion a detailed appointment letter will be given.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

For Omega Healthcare Management Services Pvt. Limited.

Megalan David J

Talent Acquisition

Omega Healthcare Management Services Private Limited
Regd. Office: 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017.
P: +91 80 4155 7333
US Office: 2424, North Federal Highway, Suite #205, Boca Raton, Florida 33431.
E: mail2omega@omegahms.com
www.omegahms.com
CIN# U85110KA2003PTC032846

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Salary Components	Amount - Monthly	Amount - Yearly
Basic	9,890.00	118,680.00
House Rent Allowance	721.00	8,652.00
Advance Statutory Bonus	989.00	11,868.00
Special Allowance	0.00	0.00
Fixed Cash (Gross)	11,600.00	139,200.00
PF	1,187.00	14,244.00
ESI	377.00	4,524.00
Medical Insurance	0.00	0.00
Gratuity	475.00	5,700.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,139.00	25,668.00
Total Cost PA (CTC)		164,868.00

Authorized by

Megalan David J

Talent Acquisition

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Omega Healthcare

Annexure - 2

Welcome to Omega family!

To enable us to have your complete personal information, ensuring legal compliance and processing of salary and other reimbursements, you will be required to complete the following formalities on your joining at Omega Healthcare.

1. Application for Employment Form - Company Joining Report
2. Provident Fund Declaration / Nomination form - PF Form 2 & Form No 11-EPFO Declaration form (This needs to be filled in by every employee as he / she need to nominate persons(s) who would receive the

   Provident Fund amount standing to his/ her credit in the unfortunate event of his / her Death).
3. Gratuity Nomination Form F.
   (To be filled in by all employees wherein they should nominate the persons and the percentage of Gratuity Payable to

   such person in the unfortunate event of death of the employee)
4. Medical Insurance form (above 21K Gross salary) / ESIC-Employees State Insurance Scheme (Below 21 K Gross) - (as applicable)
5. NDA form – Non-Disclosure Security Agreement form.
6. Group Term Life Insurance Nomination Form
7. ID Card Application form, Transport Request form (Admin forms) & User ID - IT request form
8. Any other forms, as applicable. Salary Account opening if there is no Existing Bank account – Any Existing Bank Active Account

FOLLOWING DOCUMENTS TO BE SUBMITTED MANDATORILY ON YOUR JOINING:

A. Relieving letter/ Experience Service certificate from your previous employer.
B. Copy of last 3 months pay slips
C. Copies of all Educational certificates & Copy of Offer
D. Recent Passport size photograph - Colour Photo with good clarity & good resolution is only accepted
E. Self-ID Proof - (PAN Card/Passport/ Driving License/Voter's ID/ Ration Card/College ID)
F. Residence Proof - Permanent & Temporary/Present address proof (Passport /Driving License/ Voter's ID / Ration Card/ Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
G. Copy of PAN Card / Acknowledgement copy of PAN Application
H. Copy of AADHAR Card is Mandatory
I. Need to be aware of PF Number, UAN, PAN number, Aadhar number, Parents DOB

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5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

details, if married Spouse DOB details & Date of marriage and Physical standards i.e. (Blood Group, Height, Weight – details only required for filling the application form or nominee forms. Proof/Document is not required)

J. Existing Bank account details - Any Bank Active account for Salary - Personalized Bank cheque or Bank Statement

Our attendance cycle runs from 21st of month to the 20th of the next month. If the salary account is not opened & activated before 10th of the month, then the salary for that month would be delayed thereby causing inconvenience to the employee. A delay in disbursement of salary may also occur if the Joining Reports / Documents are incomplete. Thus, we request to please fill in all the Joining forms completely accurately and submit Mandatory documents

We at HR look forward to providing you with the best of services at all times. We welcome you once again and wish you all the best for a successful career at Omega.

PLEASE NOTE: YOU ARE EXPECTED TO COME IN FORMAL DRESS ON DOJ

HR Team

Omega Healthcare Management Services Private Limited
Regd. Office: 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017.
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connect@techmahindra.com
Registered Office:
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Mumbai 400 001, India.
CIN L64200MH1986PLC041370

Tech Mahindra

Ref: 841161/1954321/JTA **15-SEP-2021**

Ms. Mohanapriya Ravi
Tiruchirappalli (Tnl) - 620007
Mobile: 7092351974

Subject: Offer of Appointment

Dear **Ms. Mohanapriya Ravi**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Jr. Software Engineer** at **Band 'U' and Sub Band 'U1'** under **JTA Scheme**.

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**" (**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 2,05,000 (Indian Rupees Two Lac Five Thousand Only)** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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connect@techmahindra.com
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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/-** (**Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **Indian Rupees.15,000/-** (**Indian Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **17-SEP-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **Sharani Pradeep** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, SEZ UNIT ELCOT SEZ, SURVEY NO. 602/3, 138, SHOLINGANALLUR VILLAGE, TALUK A- TAMBARAM, DISTRICT - KANCHIPURAM, CHENNAI - 600119.** At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **FresherQuery@TechMahindra.com** by **17-SEP-2021.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami

Head - Resource Management Group

Encl: **Annexure-A & B** Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** ? General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond.

Date:

Signature:
Mohanapriya Ravi

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ANNEXURE - A

NAME	**Ms Mohanapriya Ravi**
TITLE	**Jr. Software Engineer**
BAND	**U1**
LOCATION	**CHENNAI**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	54005
HRA (@50% OF BASIC)	37804
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	6481
FLEXIBLE COMPONENTS OF TFP	12723
TOTAL FIXED PAY..... (A)	**135013**
TOTAL VARIABLE PAY (TVP)..... (B)	**15002**
ADDITIONAL BENEFITS..... (C)	**9985**
GRATUITY	2598
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**160000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan' under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR. 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR. 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR. 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) Statutory Deductions: Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:
1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami

Head - Resource Management Group

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ANNEXURE - B

NAME	**Ms Mohanapriya Ravi**
TITLE	**Jr. Software Engineer**
BAND	**U1**
LOCATION	**CHENNAI**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	69930
HRA (@50% OF BASIC)	48951
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8392
FLEXIBLE COMPONENTS OF TFP	23551
TOTAL FIXED PAY..... (A)	**174824**
TOTAL VARIABLE PAY (TVP)..... (B)	**19425**
ADDITIONAL BENEFITS..... (C)	**10751**
GRATUITY	**3364**
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**205000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan' under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

(Contd...)

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ANNEXURE B (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR. 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR. 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR. 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) Statutory Deductions: Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:
1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami

Head - Resource Management Group

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ANNEXURE - C

1. **Terms and Conditions**

(a) Code of Conduct
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) Secrecy
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in **Clause 3**.

(d) Non-Solicitation / Non-Compete
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

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CIN L64200MH1986PLC041370

(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

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(g) Mandatory Period of Service

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company. In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

or

ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training and 24 (twenty four) months of mandatory period of service, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR. 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of 90 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in Section 3(a) herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. **Statement of Facts**

a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

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b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**
You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Anti-Sexual Harassment Policy and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**
Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information
Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization
Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking
We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords
Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software
You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security
Security is an important aspect of our communication and office infrastructure. We have security personnel

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deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.
You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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11. **Retirement**
Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. **General**
The above terms and conditions including those in (**Annexure ?A & B** Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure ?C and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- X th Certificate & mark sheets
- XII th Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**
Please submit copy of the valid Passport (first and last pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**
*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.
Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited, or at any other time at Tech Mahindra Limited request, I agree to return promptly to Tech Mahindra Limited, all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: Last Name:

Gender: Male/Female Date of birth (DD/MM/YYYY) Blood Group

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			

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Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

Heart Attack		Diabetes	
High Blood Pressure		Stroke	
Night Blindness		Valve Disorders	
Asthma		Slipped disc	
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MM/YY)

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE - G - Intellectual Property Assignment

Associate Name :
Associate ID :
Date :

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED _____ ACCEPTED _____

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This **Clause 4** is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a) Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

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b) Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c) In the event of a breach or threatened breach of this **Clause 4** by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d) In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:**
Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this **Clause 6** does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

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a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in **Clause 13** for the liquidated damages specified in **Clause 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each Clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in **Clause 4** so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20_.

For and on Behalf Of
Tech Mahindra Limited

Krishna Ramaswami

Head - Resource Management Group

Signature :
Ms. Mohanapriya Ravi

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Mohanapriya Ravi** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Ms. Mohanapriya Ravi**, hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this _____day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

Mohanapriya Ravi

Signature: _____

Witness / Notary Public: _____

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Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr/Ms/Mrs.**<< Name >> age <<Age>>** S/o Mr.**<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first part

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Infocity, Hitech City Layout, Madhapur, Hyderabad ?500081, India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____

in Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has alre ady been issued to the **Employee** vide letter No. _____ dated of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called .Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e _____agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR. 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR. 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agrees that assessment of liquidated damages as assessed as INR. 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig**:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig**:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

Ref : SMSL/62861998/13951770/281220/1952

Date : 28 Dec 2020

Sharmiya Pichaimani

No 4/413-1, Adaikala annai Nagar,,
1St cross, Ponmalaipatti , Trichy,
Trichy, Tamil Nadu - 620004

Offer cum Appointment Letter

Dear **Sharmiya Pichaimani**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Advisor Voice.** Your base location would be **Tiruchirapalli 1 - Ponmal**. You will be working from home.

You will join us on or before **7 Jan 2021**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,26,500 /- per annum (INR ONE LAKH TWENTY SIX THOUSAND FIVE HUNDRED only)** .
Details are mentioned in **Annexure - I.** Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.
Sincerely yours,

Reliance SMSL Limited

Authorized Signatory

Signature of the Employee:

Date: 28 Dec 2020

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704
Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai 400 002, India. Phone: +91 22 67573600

5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

Annexure - I

Name : **Sharmiya Pichaimani**		
Grade : **K3**		
Designation : **Executive**		
Payments	**Monthly (INR)**	**Annual (INR)**
Basic	6,500	78,000
House Rent Allowance	4,042	48,500
Conveyance Allowance	0	0
Gross Compensation	10,542	1,26,500
Provident Fund (Employer Contribution - As per Act)	780	9,360
Bonus (As per Act)	542	6,500
ESIC (Employer Contribution - As per Act)**	343	4,111

Note :

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

Signature :

Date: 28 Dec 2020

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

Annexure – II

TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.

2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer

3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.

4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.

5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.

6. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.

7. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

8. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

9. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

10. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

11. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roaster.

12. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.

13. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

14. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

15. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.

16. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.

17. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.

18. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

19. In normal course you shall retire from the services of the organization on attaining the age of 58 years.

20. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
    a. Return to work within 8 days from the commencement of such absence
    b. Give an explanation to the satisfaction of the Management regarding such absence.

21. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, yourservices are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

22. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

23. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of yourskill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

24. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
    a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
    b) Being an office bearer of any political party or organization which takes part in political or other collective activities.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704
Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai 400 002, India. Phone: +91 22 67573600

Reliance SMSL Limited

c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
d) To canvas or take part in an election to any legislature or local authority

26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.

27. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.

28. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.

29. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.

31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.

32. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.

33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reliance SMSL Limited

34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Sharmiya Pichaimani

Signature :

Date: 28 Dec 2020

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704
Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai 400 002, India. Phone: +91 22 67573600

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

28-May-2020

Dear Thasneem Fharukmohamed,
B. Sc, Information Technology
Jamal Mohamed College

Candidate ID – 14254326

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Annexure A

Name: Thasneem Ffanukmohamed **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**216,749**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**228,749**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		**252,001**

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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. # 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. Contribution to ESI Wages: 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.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

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.

Login to https://onecognizant.cognizant.com>Total Rewards App for more details

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys®
Navigate your next

HRD/2T/1000596864/20-21 November 24, 2020

Ms. Mathushika R
No.F11,Sri Ragavendhra Apartment
Mahalakshmi Nagar,
Tiruchirappalli-620008
India

Ph: +91-7448872369

Dear Mathushika,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2020.11.24 16:23:11 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

5.2.1. Average percentage of placement of outgoing students during the last five years

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HRD/1000596864/20-21 November 24, 2020

Ms. Mathushika R
No.Ff1,Sri Ragavendhra Apartment
Mahalakshmi Nagar,
Tiruchirappalli-620008
India

Ph: +91-7448872369

Dear Mathushika,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **21-Dec-2020.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

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

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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Navigate your next

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200** . The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

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Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

Infosys
Navigate your next

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2020.11.24 16:23:11 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Mathushika R**
ROLE	**Operations Executive**
ROLE DESIGNATION	**Operations Executive - Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

5.2.1. Average percentage of placement of outgoing students during the last five years

DSM SOFT
>Expertise >Resource >Value >

APPOINTMENT ORDER

Doc No: D-07999-TRC-PSD-01346-V2.0
December 20, 2021

Ms.Prithika Balasubramaniyan
Unit-2, 22 CR Camp, Valavanthan Kottai,
Thuvakkudi,
Trichy

Dear Ms.Prithika Balasubramaniyan,

Warm Greetings!

Reference is made to the Offer of Employment and your subsequent acceptance of the same.

Now that you have joined the organization on **December 20, 2021**, we have pleasure in regularizing the offer of employment extended to you in **DSM Soft Pvt Ltd** as a **Trainee Engineer**. Based on our initial assessment, you have been in **Grade G1 Level L1.**

Your Annual emolument by way of Cost to the Company (CTC) is **Rs.122,400 (One Lakh twenty two thousand and four hundred only)**. Your gross annual compensation includes allowances, statutory benefits and the same will be structured in accordance with the company policy.

This is a contract for employment at will. You will be on probation for a period of six months from the date of your appointment, at the end of which you will be confirmed to be on the permanent rolls of the company, if your services are found satisfactory. The company may extend the probationary period for another six months based on your performance.

Your place of posting will be in **Trichy**, initially. However, during your association with the company, you may be posted / transferred to or given the additional responsibility of any other unit, companies, offices or clients of The DSM Group either in India or abroad based on the sole discretion of the Management.

DSM Soft (P) Ltd., First Floor, No. 4, VOC Road, Trichy - 620 001, India.
+91 80567 86691 info@dsmsoft.com www.dsmsoft.com
CIN No. : U72300TN1991PTC020923

5.2.1. Average percentage of placement of outgoing students during the last five years

DSM SOFT
Expertise > Resource > Value >

You shall report to the **Department Manager** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in any of the different Shifts of the company as intimated to you from time to time.

Your employment with DSM Soft Pvt Ltd will be governed by the attached **Annexure B - Terms and Conditions of Employment.** You are required to carefully read and understand these Terms and Conditions of Employment as a part of accepting this appointment.

Your employment with DSM Soft Pvt Ltd is subject to satisfactory completion of verification and / or background or reference checks, which may occur at any time prior or after your effective date of appointment.

We, at DSM Soft Pvt Ltd, have the privilege in welcoming you and wish you a very successful career with us. We reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you reckon that you will be a fine asset to DSM Soft.

Best wishes for many happy, rewarding and mutually beneficial career with us.

Regards,

Anandhi Srinivasan
Senior Manager - HR

Enclosures:

Annexure A	:	Terms and Conditions of Employment
Annexure B	:	Declaration

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

28-May-2020

Dear Rabikabeebi Shahulhameed,
BCA, Computer Applications
Jamal Mohamed College

Candidate ID – 14254307

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

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.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Annexure A

Name: Rabikabeebi Shahulhameed **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		**216,749**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**228,749**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		**252,001**

As an associate you are also entitled to the following additional benefits:
- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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. # 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. Contribution to ESI Wages: 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.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

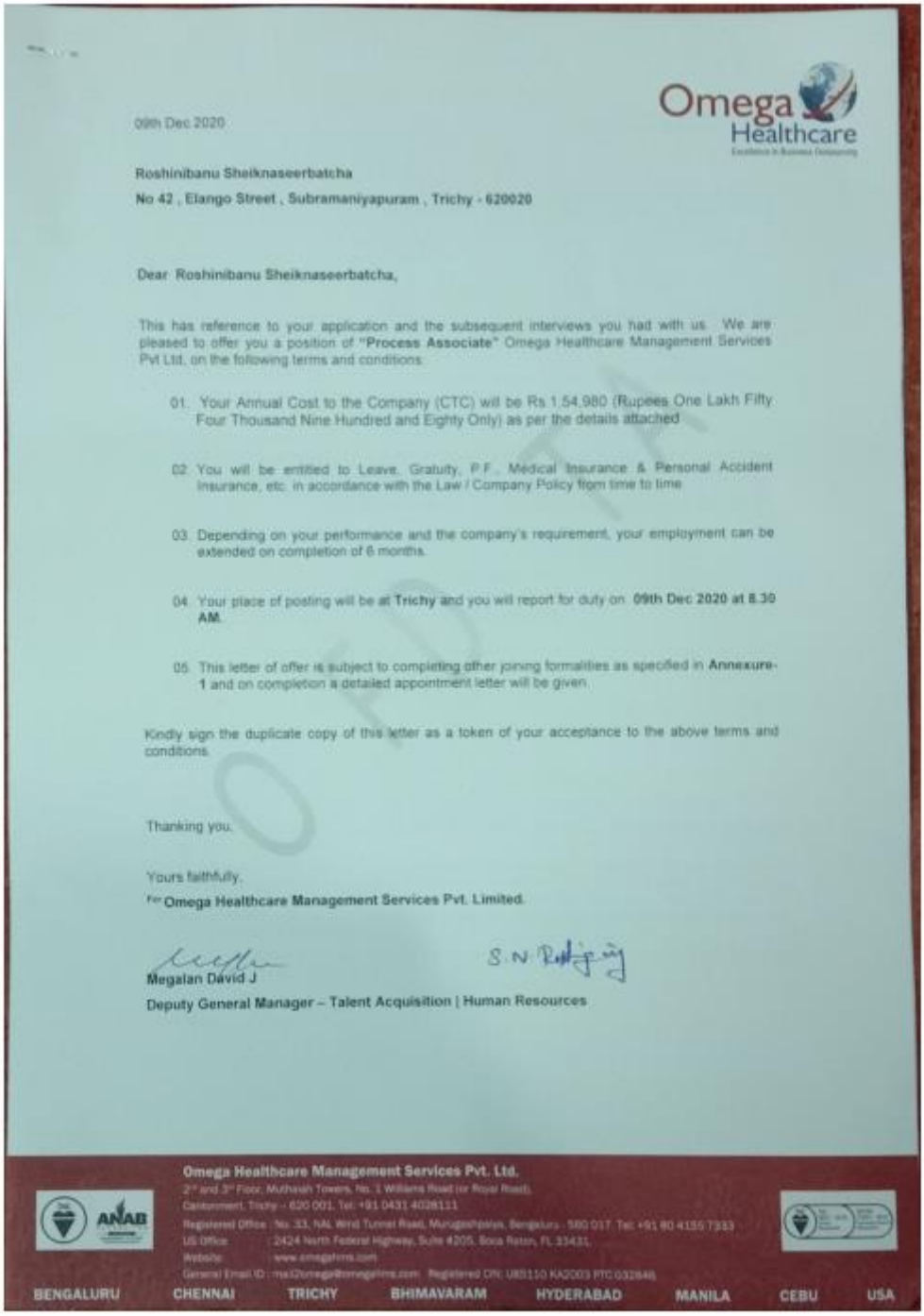
5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

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.

Login to https://onecognizant.cognizant.com>Total Rewards App for more details

5.2.1. Average percentage of placement of outgoing students during the last five years



09th Dec 2020

Omega Healthcare

Roshinibanu Sheiknaseerbatcha
No 42 , Elango Street , Subramaniyapuram , Trichy - 620020

Dear Roshinibanu Sheiknaseerbatcha,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you a position of "**Process Associate**" Omega Healthcare Management Services Pvt Ltd, on the following terms and conditions.

01. Your Annual Cost to the Company (CTC) will be Rs 1,54,980 (Rupees One Lakh Fifty Four Thousand Nine Hundred and Eighty Only) as per the details attached
02. You will be entitled to Leave, Gratuity, P.F., Medical Insurance & Personal Accident Insurance, etc. in accordance with the Law / Company Policy from time to time
03. Depending on your performance and the company's requirement, your employment can be extended on completion of 6 months.
04. Your place of posting will be at **Trichy** and you will report for duty on **09th Dec 2020 at 8.30 AM.**
05. This letter of offer is subject to completing other joining formalities as specified in **Annexure-1** and on completion a detailed appointment letter will be given.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you.

Yours faithfully,
For **Omega Healthcare Management Services Pvt. Limited.**

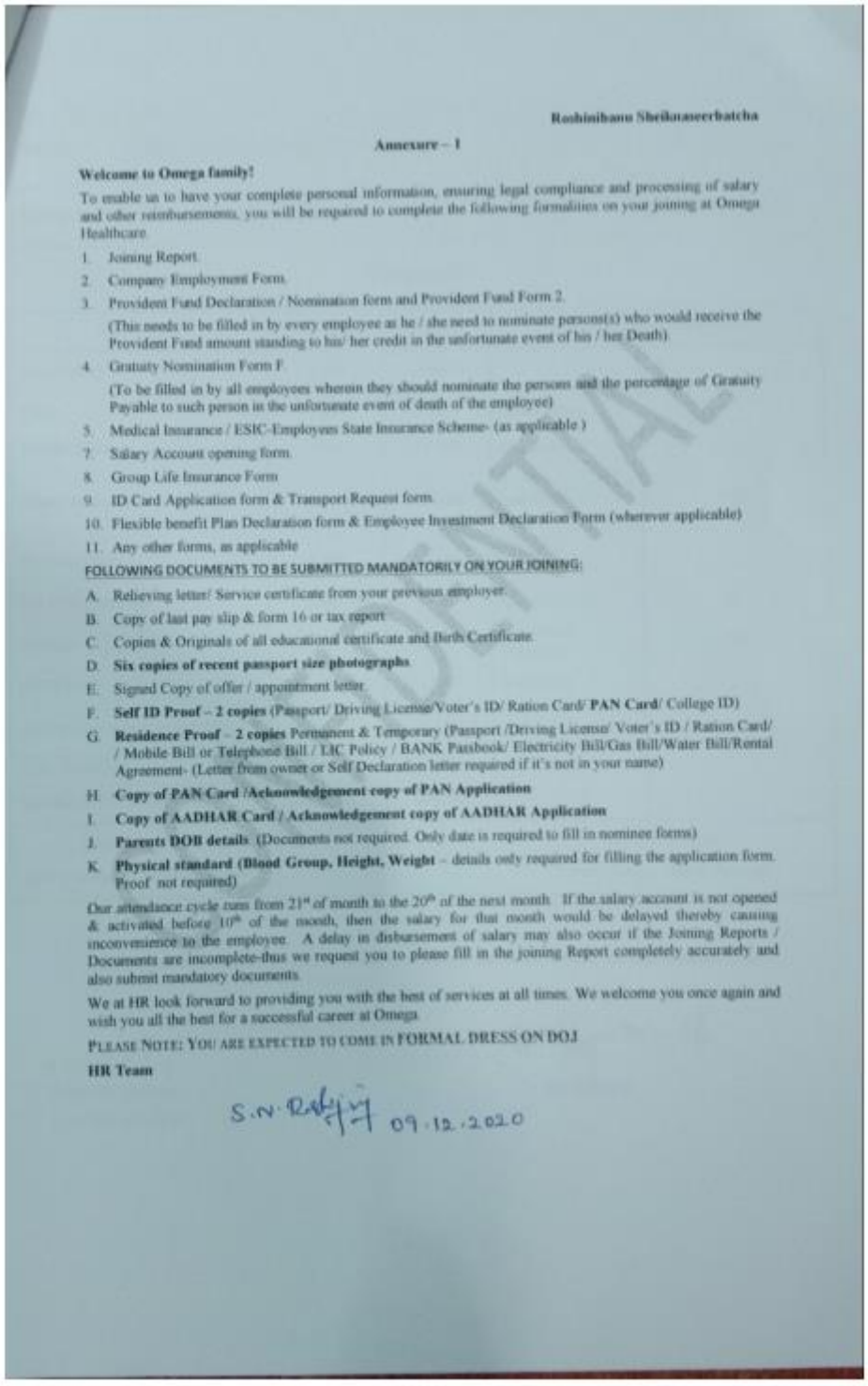
S.N Rathinam

Megalan David J
Deputy General Manager – Talent Acquisition | Human Resources

Omega Healthcare Management Services Pvt. Ltd.
2nd and 3rd Floor, Muthiah Towers, No. 1 Williams Road (or Royal Road), Cantonment, Trichy – 620 001. Tel: +91 0431 4028111
Registered Office : No. 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017. Tel: +91 80 4150 7333
US Office : 2424 North Federal Highway, Suite #205, Boca Raton, FL 33431.
Website : www.omegahms.com
General Email ID : mail@omegahms.com Registered CIN: U85110 KA2003 PTC 032848

BENGALURU CHENNAI TRICHY BHIMAVARAM HYDERABAD MANILA CEBU USA

5.2.1. Average percentage of placement of outgoing students during the last five years



Rohinibanu Sheikmeerbatcha

Annexure – I

Welcome to Omega family!

To enable us to have your complete personal information, ensuring legal compliance and processing of salary and other reimbursements, you will be required to complete the following formalities on your joining at Omega Healthcare.

1. Joining Report.
2. Company Employment Form.
3. Provident Fund Declaration / Nomination form and Provident Fund Form 2.
   (This needs to be filled in by every employee as he / she need to nominate persons(s) who would receive the Provident Fund amount standing to his/ her credit in the unfortunate event of his / her Death).
4. Gratuity Nomination Form F.
   (To be filled in by all employees wherein they should nominate the persons and the percentage of Gratuity Payable to such person in the unfortunate event of death of the employee)
5. Medical Insurance / ESIC-Employees State Insurance Scheme- (as applicable)
7. Salary Account opening form.
8. Group Life Insurance Form.
9. ID Card Application form & Transport Request form.
10. Flexible benefit Plan Declaration form & Employee Investment Declaration Form (wherever applicable)
11. Any other forms, as applicable.

FOLLOWING DOCUMENTS TO BE SUBMITTED MANDATORILY ON YOUR JOINING:

A. Relieving letter/ Service certificate from your previous employer.
B. Copy of last pay slip & form 16 or tax report.
C. Copies & Originals of all educational certificate and Birth Certificate.
D. **Six copies of recent passport size photographs.**
E. Signed Copy of offer / appointment letter.
F. **Self ID Proof – 2 copies** (Passport/ Driving License/Voter's ID/ Ration Card/ **PAN Card**/ College ID)
G. **Residence Proof – 2 copies** Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
H. **Copy of PAN Card /Acknowledgement copy of PAN Application**
I. **Copy of AADHAR Card / Acknowledgement copy of AADHAR Application**
J. **Parents DOB details** (Documents not required. Only date is required to fill in nominee forms)
K. **Physical standard (Blood Group, Height, Weight** – details only required for filling the application form. Proof not required)

Our attendance cycle runs from 21st of month to the 20th of the next month. If the salary account is not opened & activated before 10th of the month, then the salary for that month would be delayed thereby causing inconvenience to the employee. A delay in disbursement of salary may also occur if the Joining Reports / Documents are incomplete-thus we request you to please fill in the joining Report completely accurately and also submit mandatory documents.

We at HR look forward to providing you with the best of services at all times. We welcome you once again and wish you all the best for a successful career at Omega.

PLEASE NOTE: YOU ARE EXPECTED TO COME IN FORMAL DRESS ON DOJ

HR Team

S.N. Rohini 09.12.2020

CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Name	Roshinibanu Sheiknaseerbatcha	Exp DOJ	09th Dec 2020
Designation	Process Associate	Level : 1A	Location: Trichy

Proposed

Components	Monthly	Annual	Other Information	
Basic Salary	9,500	1,14,000		
HRA	0	0	Qualification	
Statutory Bonus	950	11,400	Experience	
Gross Salary (A)	**10,450**	**1,25,400**	Last Emplr	N/A
Provident Fund	1,140	13,680	Source of Hiring	
ESI / Med Ins Prem	340	4,080	Consultant Fees	Nil
Gratuity	457	5,484	Movement Expenses	Nil
GTLI Prem	100	1,200	Notice Pay	
Annual Leave Encashment (C)		5,136		
Sub - Total (B)	**2,037**	**29,580**		
Monthly CTC Total(A+B)	**12,487**	**1,54,980**		

Prepared By (HR)
Senior Manager - Talent Acquisition

Approved By (HR)
Senior Director – Human Resource

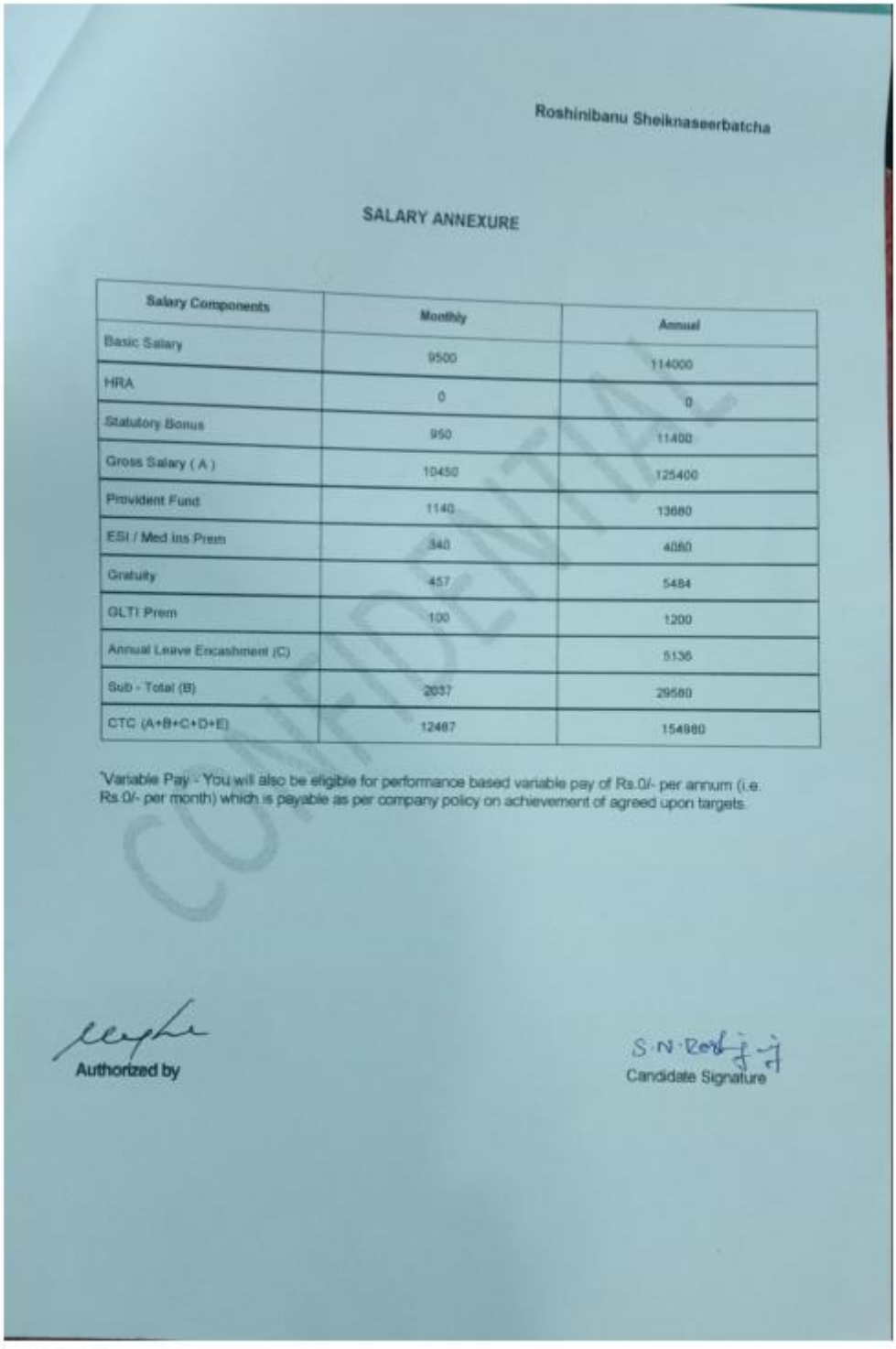
I **(Roshinibanu Sheiknaseerbatcha)** do hereby acknowledge that the above salary has been explained in detail by the HR and I Understood all the components.

S. N. Roshini
Candidate Signature
Date: 09th Dec 2020

HR Signature

CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years



Roshinibanu Sheiknaseerbatcha

SALARY ANNEXURE

Salary Components	Monthly	Annual
Basic Salary	9500	114000
HRA	0	0
Statutory Bonus	950	11400
Gross Salary (A)	10450	125400
Provident Fund	1140	13680
ESI / Med Ins Prem	340	4080
Gratuity	457	5484
GLTI Prem	100	1200
Annual Leave Encashment (C)		5136
Sub - Total (B)	2037	29580
CTC (A+B+C+D+E)	12487	154980

*Variable Pay - You will also be eligible for performance based variable pay of Rs.0/- per annum (i.e. Rs.0/- per month) which is payable as per company policy on achievement of agreed upon targets.

Authorized by

S N Roshinibanu

Candidate Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

SAKSOFT
your digital transformation partner

Saksoft Limited
CIN: L72200TN1999PLC054429

SP INFOCITY, Block A, 2nd Floor, #40, Dr. MGR Salai,
Kandanchavadi, Perungudi, Chennai - 600096
P: +91 44 2454 3500 | F: +91 44 2454 3510 | E: info@saksoft.com

Sajitha Parvin
59/1,R.R maligai, Adaiyur(po),idappadi(tk),
Salem (dt),636501

January 06, 2022

Sub: Offer Letter for the position of **"Consultant"**

Ms Sajitha Parvin,

Congratulations! With reference to your application and subsequent interview with us we are pleased to inform you that you have been selected for employment with Saksoft Ltd as **"Consultant"**, your work location will be **Chennai** and you will be assigned to our **"Chennai"** facility.

You are requested to join us on or before of **10-January-2022.**

You will be reporting to **Abhilash K Bose, Delivery Manager.** Your compensation would be **INR 400,000(INR Four Lakh only)** per annum on a cost-to-company basis.

In addition to the above, you will be entitled for one time joining bonus which will be capped at **INR 20,000** in case you join us on or before **10-January-2022.** Eligibility for deferred bonus will be on completion of 6 month of service with the company from the date of joining.

Details of which are outlined in **Annexure I.**

The general terms and conditions governing your employment are outlined in **Annexure II.**

This offer is conditional upon:

- Your acceptance of the terms and the enclosed Contract of Employment. We reserve the right to amend such terms and conditions of employment, in addition to the rules and regulation governing all employees and the running and administration of the company, from time to time
- Your understanding and affirmation that your compensation is highly individual and confidential and is to be discussed only with your Manager/Supervisor.
- Your agreement to comply with all applicable tax laws.
- Your understanding and affirmation that you will assign the Company all rights, title, and interest in any invention or improvement that you may make solely or jointly, during the course of your employment with the company.
- Receipt of satisfactory references from your current or last employer.We will initiate the reference check once you accept our offer letter.
- Receipt of documentary evidence of your stated qualifications.
- Satisfactory completion of checks includes verifying your education, supporting documents, reference checks, and employment history.
- Submission of the following documents on the date of joining:

5.2.1. Average percentage of placement of outgoing students during the last five years

SAKSOFT
your digital transformation partner

Saksoft Limited
CIN: L72200TN1999PLC054429

SP INFOCITY, Block A, 2nd Floor, #40, Dr. MGR Salai,
Kandanchavadi, Perungudi, Chennai - 600096
P: +91 44 2454 3500 | F: +91 44 2454 3510 | E: info@saksoft.com

1. Relieving & Experience letters from all previous employers
2. Last drawn pay slips and Form No. 16 / Salary Certificate disclosing particulars as though in the Form No. 16 from the previous employer.
3. Educational qualifications and Certifications
4. Your Passport, Aadhaar and PAN Card
5. Three passport-size color photographs.

Please note that the Company is also required to check the original documents and these must therefore be brought with you on your first day.

Please return a copy duly signed as a confirmation of your acceptance. The offer is valid for 7 days subject to your acceptance on receipt of this offer.If there are any special circumstances, which may delay your acceptance of this offer, or if you have any queries, please contact us as soon as possible.

Finally, may I take this opportunity to welcome you to Saksoft Ltd and I wish you a long and successful career with us.

Yours Sincerely,
For Saksoft Ltd

Niraj Kumar Ganeriwal
COO & CFO

Accepted:_____
Date :_____

5.2.1. Average percentage of placement of outgoing students during the last five years

SAKSOFT
your digital transformation partner

Saksoft Limited
CIN: L72200TN1999PLC054429

SP INFOCITY, Block A, 2nd Floor, #40, Dr. MGR Salai,
Kandanchavadi, Perungudi, Chennai - 600096
P: +91 44 2454 3500 | F: +91 44 2454 3510 | E: info@saksoft.com

ANNEXURE I

Name: Sajitha Parvin
Designation: Consultant

S.no	Description of Salary Component	Monthly (Rs.)	Annual (Rs.)
1	Basic	13,493	161,910
2	House Rent Allowance	6,746	80,955
3	Special Allowance	9,686	116,235
4	Company's Contribution to PF	1,800	21,600
5	Statutory Bonus	1,400	16,800
6	Health Insurance Premium	0	2,500
	Total Cost to the Company	**33,125**	**400,000**

1. *Special allowance incorporates flexible components which an employee can select upon his joining the company. Under My Compensation My Way plan employee can choose components and corresponding values the following:

- PF deductions (Can be capped at 21600 or can contribute 12% of basic)
- Telephone (INR 18000 per annum)
- LTA (INR 6000, 10000, 20000, 30000, 40000, 60000 per annum)
- Meal Coupons (1000, 1500, 2200 per month)
- Vehicle Maintenance Expense (INR 21600 if vehicle CC is 1600 or less & 28800 if vehicle cc is more than 1600 CC)

2. All entitlements mentioned above are applicable after you join Saksoft Ltd. The entitlements are subject to any company policies/ procedures/ guidelines that may be issued/ modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

3. These entitlements shall cease upon the termination of your employment with Saksoft Ltd.

4. The company, at any time, reserves the right to review and restructure its compensation components as governed by the provisions of the Indian Income Tax Act and Rules for each financial year.

Yours Sincerely,
For Saksoft Ltd

Niraj Kumar Ganeriwal
COO & CFO

Accepted:_____
Date :_____

5.2.1. Average percentage of placement of outgoing students during the last five years

Avant Career Pvt. Ltd.
Delhi Office: Block A1 Plot No 43-44, Sewak Park Nsit
Azad Hind Fauz Marg New Delhi-110059 | Tele: +91 8851189214
E-mail: Info@avantcareer.in | Website: www.avantcareer.in

Name: **Thavooth Khan**

Dear Mr. **Thavooth Khan**

Congratulations .....!!!!!

We are pleased to confirm that you have been selected to work for our Client **Jumbotail Technologies Pvt. Ltd.** as **Inventory Supervisor** from **08-Sep-2021**.

We are delighted to make you the following job offer.

- The location of your posting will be **Trichy, Tamilnadu.**
- Your working hours will be decided by Client.
- Your Net take home salary will be Rs. **17028**/-
- If you left the job before 7 days you cannot claim for the salary what so ever.
- Your have to serve the notice period of 15 Days.
- As per the company requirements your job location might change to some other place.
- Your contract will be terminated for any misbehavior or fraud at client place.

We would like you to get in touch us Avant Career for documentation and orientation prior to joining. If this date is not acceptable, please contact us immediately.

Please sign the enclosed copy of this letter and return it to Avant Career to indicate your Acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Sincerely,

EKTA PALIWAL

Digitally signed by EKTA PALIWAL

Human Resource

Avant Career Pvt. Ltd.

I accept the offer as outlined above.

Name: -

Signature:-

Date: -

Contact No:-

5.2.1. Average percentage of placement of outgoing students during the last five years

Name: Thavooth Khan

Doj: 08-Sep-2021

Location: Trichy, Tamilnadu

Basic	11272
VDA	0
Leave Encashment	542
Exe Incentive	3150
Travel Conveyance	0
Shift Allowance	2818
Bonus	939
Gross Total	**18721**
Employee Share	
PF @12%	1353
ESIC @.75%	140
LWF	0
PT	200
Total E. Share	**1693**
Employer Share	
PF @13%	1465
ESIC @3.25%	608
LWF	0
Insurance	0
Total EPR Share	**2074**
CTC	**20795**
NTH	**17028**

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206308033/Chennai/BPS/BTN
Date: 28/10/2020

Ms. Alamelu Kandasamy
27/35
Anna Nagar
Simco (Opp)
Tiruchirappalli-620021
Tamil Nadu
Tel# 91-8675517261

Dear Ms. Alamelu Kandasamy,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

   i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of Traineeship, from Employees' State Insurance Corporation.

   When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial . For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written

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permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **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 a trainee of TCSL.

9. **Notice Period:**
You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. **Medical Test:**
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. **Background Check:**
Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. **Submission of Documents:**
At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

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TATA

13. **Initial Learning Programme (ILP)**
On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. **Letter of Appointment**
Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. **Personal Data Processing:**
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.

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.

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.

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.

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.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

17. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

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 the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

R. B. Siganporia

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

Private and Confidential
TCSL/DT20206308033

6

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5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20206308033/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. **Confidential Information**
"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 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 any 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 TCS . 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

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling 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 Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. **Security policies and Guidelines.**
6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. **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.

8. **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.

9. **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 the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat

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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.

10. 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 any claim or liability of any party, 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, 1996 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, Data and IP Protection Terms 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, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Date:29-10-2021

Welcome Note

Dear **Mr. Arjuna Karuppaiya**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial.You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to Click here to log in Randstad Portal
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
Head - HRSSC

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

5.2.1. Average percentage of placement of outgoing students during the last five years

randstad
Staffing | Search & Selection | HR Solutions | Inhouse Services

Date: 29-10-2021

To,
Mr. Arjuna Karuppaiya,
Empcode -1524883

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Branch Relationship Executive--E, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 01-11-2021 to 31-10-2022. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.

2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.

3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.

4. Details of your salary break up with components is as per the Annexure 1.

5. Provident Fund will be remitted as per law, applicable from time to time.It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post availing benefit

6. You will be covered under a Medical Insurance upto 100000 per annum and Group Accident Insurance Scheme of 200000 & Group Terms Life Insurance of ~GTLvalue~. This policy will come into effect after 30 days of your joining the company.

7. You will be eligible for leave as per the clients company policy,during the period of your contract of employment.

8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at SBI Cards & Payment Services Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.

10. This contract shall be terminable by either party giving 7 days notice in writing or salary in lieu of notice, to the other.

11. At Randstad your privacy is important to us. By submitting your personal information,you have agreed and consented to Randstads processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

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Nungambakkam, Chennai 600 006.
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5.2.1. Average percentage of placement of outgoing students during the last five years

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As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
Head - HRSSC

Acceptance:

I acknowledge that while I am working for Randstad India Private Limited and deputed to Client name, I would be handed over with a biometric device to carry out my official responsibility and that I will take proper care of the equipment that I am entrusted with. I further understand that considering the cost of the equipment entrusted to me, a refundable security deposit amounting to INR 1200 shall be charged. I further understand that upon my separation from the Company, I will return the entrusted equipment in proper working order and upon return, the deposit amount shall be paid as part of my full and final settlement process. I understand I may be held financially responsible for lost or damaged property in case of failure to return and that the security deposit shall be forfeited.
I Arjuna Karuppaiya have read and hereby accept the above mentioned terms and conditions

Signature : 2265790

Date : 29-10-2021 12:12:01

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
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5.2.1. Average percentage of placement of outgoing students during the last five years

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Date: 29-10-2021

Mr. Arjuna Karuppaiya,
Empcode -1524883

DEPUTATION LETTER

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to SBI Cards & Payment Services Limited with effect from 01-11-2021 at their TIRUCHIRAPPALLI office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 01-11-2021, be required to work at our clients office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from SBI Cards & Payment Services Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by SBI Cards & Payment Services Limited.
5. You shall be bound to follow the working hours of SBI Cards & Payment Services Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside SBI Cards & Payment Services Limited and use such information only in connection with the service provided to SBI Cards & Payment Services Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against SBI Cards & Payment Services Limited.This arrangement is purely a contractual agreement between Randstad and SBI Cards & Payment Services Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of SBI Cards & Payment Services Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of SBI Cards & Payment Services Limited entrusted to you in the due discharge of your duties and shall indemnify SBI Cards & Payment Services Limited when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.
As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Yours truly,
For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
Head - HRSSC

I, Arjuna Karuppaiya have read and hereby accept the above mentioned terms and conditions

Signature : 2265790

Date : 29-10-2021 12:12:01

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Schedule A

Assignment Details of Arjuna Karuppaiya

Name	**Arjuna Karuppaiya**
Client Name	SBI Cards & Payment Services Limited
Place of Deputed	TIRUCHIRAPPALLI
Designation	Branch Relationship Executive--E
Start date of Assignment	01-11-2021
End date of Assignment	31-10-2022

Annexure 1:Salary Break - Up Details

Component	Monthly	Yearly
Basic	12,000.00	144,000.00
House Rent Allowance	2,767.00	33,204.00
Statutory Bonus	1,000.00	12,000.00
Gross Salary	15,767.00	189,204.00
Employer's Contribution to ESI	513.00	6,156.00
Employer's Contribution to EPF	1,440.00	17,280.00
Insurance	62.00	744.00
CTC (Cost to the company)	17,782.00	213,384.00
Employee's Contribution to EPF	1,440.00	17,280.00
Employee's Contribution to ESI	119.00	1,428.00
Net-Take Home	14,208.00	170,496.00

* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.
* Your salary is strictly confidential.

For Randstad India Pvt Ltd.

Accepted By

2265790

Authorized Signatory
Balakrishnan S
Head - HRSSC

Arjuna Karuppaiya

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General Terms & Conditions

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.

2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.

3. You will have to provide your PAN card details within 15 days of your date of joining
   a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.

   b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.

4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.

5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of paymentsand bills for the same, failing which the payments will be made after deduction of appropriate taxes.

6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.

7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.

8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.

9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

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Yours truly,

For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
Head - HRSSC

I, Arjuna Karuppaiya have read and hereby accept the above mentioned terms and conditions

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Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs a redeputed to various client sites, where each clients Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every ones responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

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Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
Head - HRSSC

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CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

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Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)	(Randstad India Ltd.)
By	By
.....	.....
Name	Name
Arjuna Karuppaiya	Balakrishnan S
Title	Title
Branch Relationship Executive--E	Head - HRSSC
Witness	Witness

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Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this 01-11-2021 day of 2021 at TIRUCHIRAPPALLI by Mr/Ms Arjuna Karuppaiya Son/Daughter of Karuppaiya aged about 23 years and residing at No 395 Karikan Kulam theru Manaparai Near library,Tiruchirappalli,621306 hereinafter referred to as employee.

To
Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS
Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").

2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS
For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

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If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information.The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and

2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

5.2.1. Average percentage of placement of outgoing students during the last five years

randstad
Staffing | Search & Selection | HR Solutions | Inhouse Services

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)	(Randstad India Ltd.)
By	By
.....	.....
Name	Name
Arjuna Karuppaiya	Balakrishnan S
Title	Title
Branch Relationship Executive--E	Head - HRSSC
Witness	Witness

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
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5.2.1. Average percentage of placement of outgoing students during the last five years

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Self-Declaration & Undertaking form

Name: Arjuna Karuppaiya
Deputee ID: 2265790
Empcode -1524883
Designation: Branch Relationship Executive--E
Service Function / Vertical :
Centre / Location : TIRUCHIRAPPALLI

Sub: Acceptance of Established policies and affiliated risks

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed :

Date :

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
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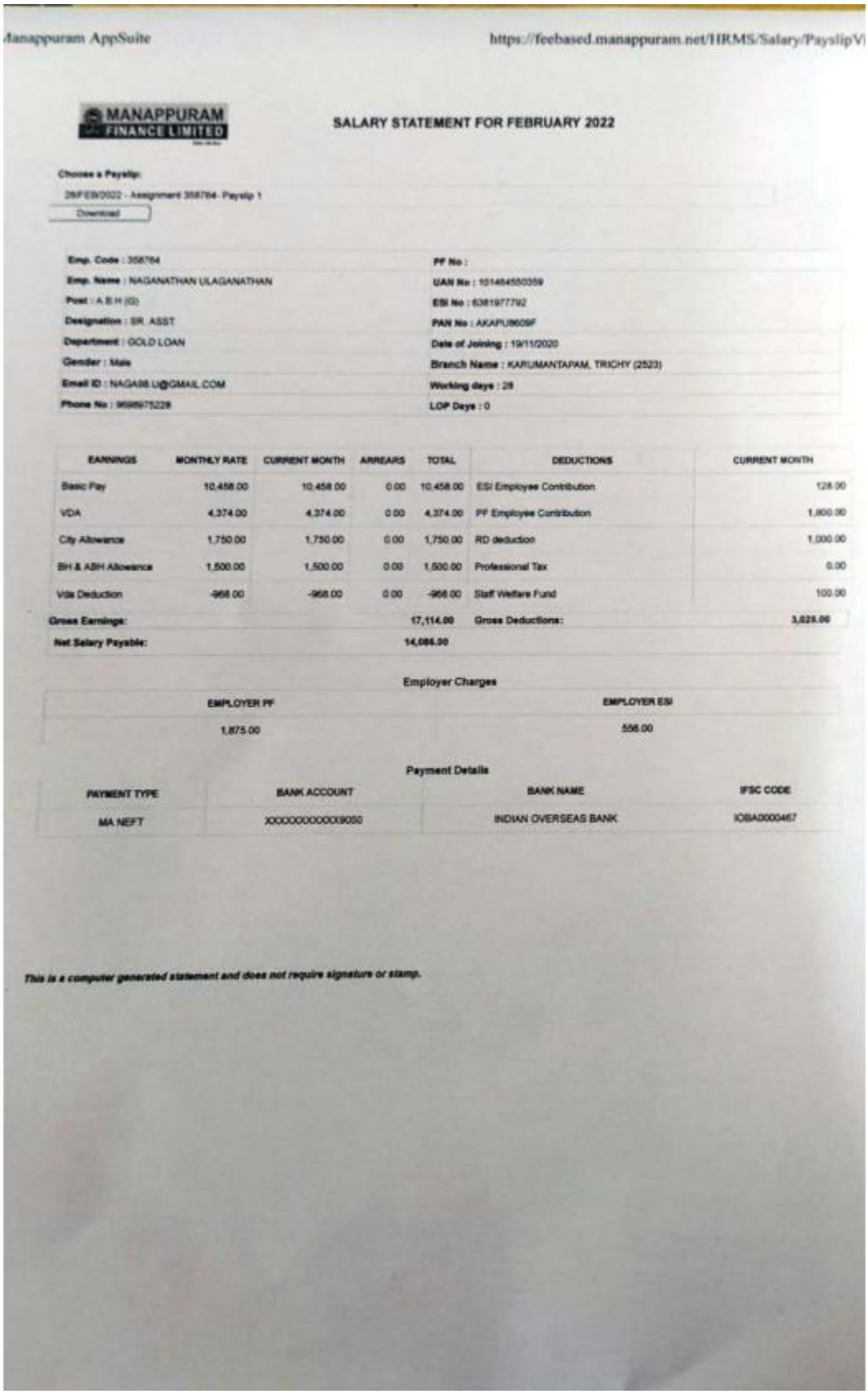
5.2.1. Average percentage of placement of outgoing students during the last five years



Manappuram AppSuite https://feebased.manappuram.net/HRMS/Salary/PayslipV

MANAPPURAM FINANCE LIMITED

SALARY STATEMENT FOR FEBRUARY 2022

Choose a Payslip:

28/FEB/2022 - Assignment 358764- Payslip 1

Download

Emp. Code : 358764	PF No :
Emp. Name : NAGANATHAN ULAGANATHAN	UAN No : 101464550359
Post : A.B.H (G)	ESI No : 6381977792
Designation : SR. ASST	PAN No : AKAPU8609F
Department : GOLD LOAN	Date of Joining : 19/11/2020
Gender : Male	Branch Name : KARUMANTAPAM, TRICHY (2523)
Email ID : NAGA88.U@GMAIL.COM	Working days : 28
Phone No : 9698975228	LOP Days : 0

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	CURRENT MONTH
Basic Pay	10,458.00	10,458.00	0.00	10,458.00	ESI Employee Contribution	128.00
VDA	4,374.00	4,374.00	0.00	4,374.00	PF Employee Contribution	1,800.00
City Allowance	1,750.00	1,750.00	0.00	1,750.00	RD deduction	1,000.00
BH & ABH Allowance	1,500.00	1,500.00	0.00	1,500.00	Professional Tax	0.00
Vda Deduction	-968.00	-968.00	0.00	-968.00	Staff Welfare Fund	100.00
Gross Earnings:				17,114.00	Gross Deductions:	3,028.00
Net Salary Payable:				14,086.00		

Employer Charges

EMPLOYER PF	EMPLOYER ESI
1,875.00	556.00

Payment Details

PAYMENT TYPE	BANK ACCOUNT	BANK NAME	IFSC CODE
MA NEFT	XXXXXXXXXX9050	INDIAN OVERSEAS BANK	IOBA0000467

This is a computer generated statement and does not require signature or stamp.

5.2.1. Average percentage of placement of outgoing students during the last five years

ASHOK LEYLAND
Aapki Jeet. Hamari Jeet.

Date: 08-07-2021

Certificate

Name	:	A SELVAKUMAR
Token. No.	:	776800
Designation	:	Temporary Workmen
Areas Worked	:	CAB TRIM
Date of Joining	:	17-12-2020
Date of Leaving	:	29-04-2021
Salary Drawn	:	Rs. 12,272/- Per Month.
Conduct	:	Satisfactory

R.N. Velumani
Senior Manager – HR

ASHOK LEYLAND LIMITED
Unit - II, 77, Sipcot Electronics Complex, Phase II, Kumudepalli, Hosur - 635 109, India.
T : +91 4344 269200 | F : +91 4344 260048
Regd. Office: No. 1, Sardar Patel Road, Guindy, Chennai - 600 032. India T : +91 44 2220 6000
F : +91 44 2220 6001
CIN - L34101TN1948PLC000105 | www.ashokleyland.com

5.2.1. Average percentage of placement of outgoing students during the last five years

SOLARA
Active Pharma Sciences

Communication Address :
Solara Active Pharma Sciences Limited
"Batra Centre"
No. 28, Sardar Patel Road, Post Box 2630
Guindy, Chennai - 600 032, India
Tel : +91 44 43446700, 22207500
Fax : +91 44 22350278

Confidential

REF: SOLARA/India/Offer/2020

December 09, 2020

Mr. S Abdul Kalam Asath
Mobile: 9585387366

Dear Abdul,

This has reference to your application and subsequent discussion with us.

We are delighted to offer you a position as **Trainee – Quality Control** with Solara Active Pharma Sciences Limited on the terms and conditions as have been mutually agreed and the specifics of the offer are as follows:

01. Your total fixed compensation will be **Rs.2.25 Lakhs per annum (Rupees Two Lakhs and Twenty Five Thousand only)** effective from your date of joining the company. The compensation and benefits applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company and the company shall view any breach of confidentiality with utmost seriousness.

02. You will be posted at **API Facility, Cuddalore** but the job is transferable and you may be required to work at other places as per company's requirement.

03. You are required to join the organization on or before **December 17, 2020** or by the mutually agreed date between you and the company failing which this offer of employment stands withdrawn.

04. You will be on training for a period of **12 (Twelve) months** from your date of joining the company.

05. During your employment with us, you shall be subject to the company's existing rules and regulations as varied by us from time to time at our discretion.

Your offer of employment will be contingent upon a) Medical fitness as per the pre-employment medical Check-up report b) Clearance of the background verification check that is mandatory as per the company policy. Please refer attachment I, II & III for the details and documents to be furnished before joining.

Our formal appointment letter giving detailed terms and conditions of your employment shall be issued upon your joining the company. Please sign the duplicate copy of offer letter indicating your acceptance and date of joining and return the same to us for our records.

Wishing you a great career with Solara Active Pharma Sciences.

Yours sincerely,
For Solara Active Pharma Sciences Limited

Roy Joseph
Chief Human Resources Officer

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure

Name	**: S Abdul Kalam Asath**
Designation	**: Trainee – B9**
Department	**: Quality Control**
Unit	**: API Facility, Cuddalore**

	Components	in INR (per month)	in INR (per annum)
1	Basic Salary	9,375	1,12,500
2	House Rent Allowance	3,750	45,000
3	Special Allowance - PF	3,534	42,413
(A)	**Gross Salary (Subtotal of 1 to 3)**	**16,659**	**1,99,913**
4	Provident Fund (Employer's Contribution)	1,549	18,590
5	ESI (Employer's Contribution)	541	6,497
(B)	**Deferred Benefits (Subtotal of 4 & 5)**	**2,091**	**25,087**
[(A) + (B)]	**Total Fixed Compensation**	**18,750**	**2,25,000**

Note:

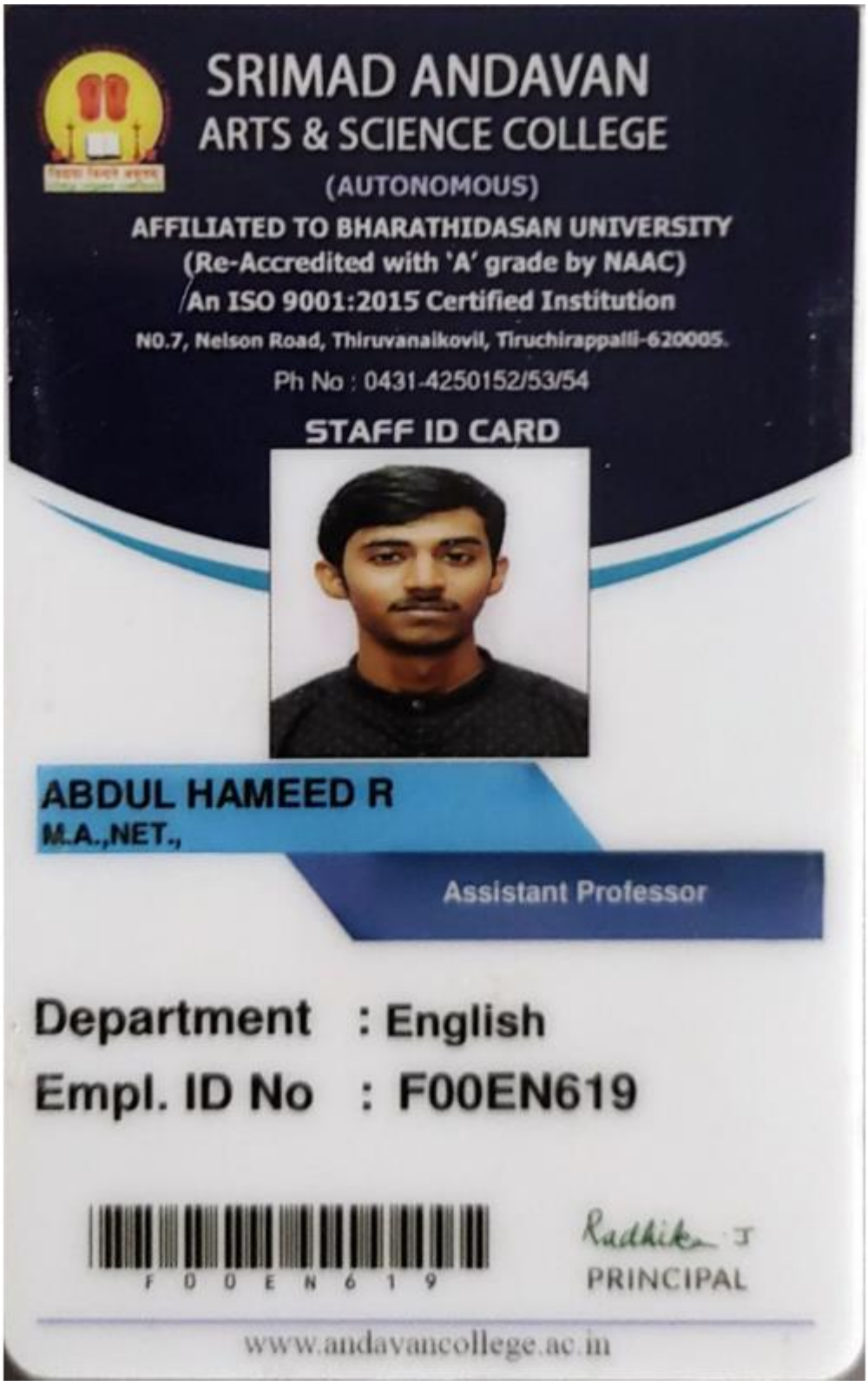
- You (self, spouse and 3 children) are covered under Group Medical Insurance for a sum of Rs.300000/- per annum for any hospitalization expenses (premium copay – 20% by the employee).
- You will be covered under Group Term Life Insurance for a principal amount limited to 3 times the TFC.
- You will be covered against personal accident for a principal amount limited to 3 times the TFC.
- Payment of Bonus / Gratuity / EDLI is regulated as per the act / company policy.
- Eligibility and contribution towards PF & ESI will be as per the act.

For Solara Active Pharma Sciences Limited

Roy Joseph
Chief Human Resources Officer
Date: 09/12/2020

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

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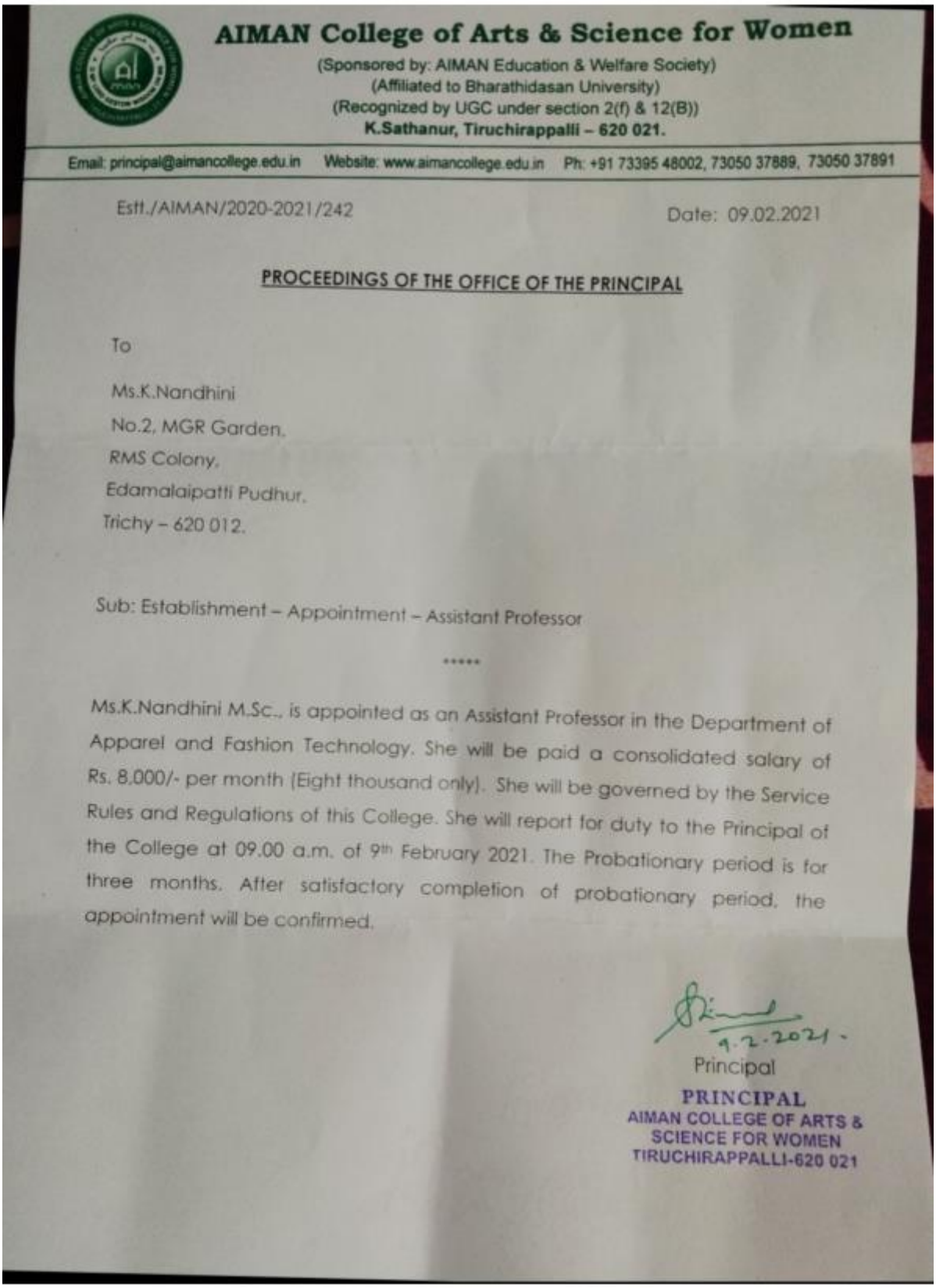

AIMAN College of Arts & Science for Women
(Sponsored by: AIMAN Education & Welfare Society)
(Affiliated to Bharathidasan University)
(Recognized by UGC under section 2(f) & 12(B))
K.Sathanur, Tiruchirappalli – 620 021.

Email: principal@aimancollege.edu.in Website: www.aimancollege.edu.in Ph: +91 73395 48002, 73050 37889, 73050 37891

Estt./AIMAN/2020-2021/242 Date: 09.02.2021

PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

To

Ms.K.Nandhini
No.2, MGR Garden,
RMS Colony,
Edamalaipatti Pudhur,
Trichy – 620 012.

Sub: Establishment – Appointment – Assistant Professor

*****

Ms.K.Nandhini M.Sc., is appointed as an Assistant Professor in the Department of Apparel and Fashion Technology. She will be paid a consolidated salary of Rs. 8,000/- per month (Eight thousand only). She will be governed by the Service Rules and Regulations of this College. She will report for duty to the Principal of the College at 09.00 a.m. of 9th February 2021. The Probationary period is for three months. After satisfactory completion of probationary period, the appointment will be confirmed.

9.2.2021

Principal

PRINCIPAL
AIMAN COLLEGE OF ARTS & SCIENCE FOR WOMEN
TIRUCHIRAPPALLI-620 021

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

04 December, 2021

Ms.Safin Melcica A
No 15/44, New Jeeva Street,
Ponmalaipatti, Trichy - 620004.

Dear Safin Melcica,

Offer Letter

This has reference to your application and subsequent interview you had with us. Further, we are pleased to offer you the post of **Trainee.**

Kindly make a note that your tentative date of joining would be **06 December, 2021** and the Company may be constrained to change your joining date due to the prevailing unprecedented situation. In that event, the Company shall duly inform you of the revised Date of Joining".

In case of any changes to the date of joining please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and, if found satisfactory, you will be confirmed in services. However, in the event of your performance found not to be satisfactory, your probation period could be further extended.

On Joining, your all-inclusive Cost to the Company (CTC) will be **INR 13,717** per month (subject to deduction of tax and other statutory payments, as may be applicable) as per CTC Annexure. You will also be eligible for all the benefits introduced in the Company policies.

During the probationary period, either party will be entitled to terminate this contract of employment by issuing 15 Days prior notice in writing to the other. After confirmation the termination of employment by either party shall be by issuing 60 Days notice in writing to the other or salary in lieu thereof. In the event of you issuing a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or recover from you such amount from your dues towards the shortfall in notice period. **However, acceptance of salary in lieu of notice period is at the sole discretion of the Company**.

If in case, you resign within a year from the date of your joining, you will be liable to refund the reimbursements such as relocation expenses, joining bonus, travel expenses [including air & road], accommodation expenses and any other special benefits as per your eligibility, whichever was provided by the Company.

Please note that this employment is subject to **professional reference checks and documentary evidence of your previous employment.**

We look forward to having you onboard.
for Scientific Publishing Limited Private Limited

Manoj P
Authorized Signatory
Received the offer of employment and shall report for duty on the expected Date of Joining, as mentioned above.

(Signature with date)

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

Cost to the Company (CTC) Structure

Name : Ms. Safin Melcica A

Designation : Trainee

Department : JEO

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	5,400	64,8 00
House Rent Allowance	1,080	12,960
Special Allowance	4,320	51,840
Gross Salary	**10,800**	**1,29,600**
PF	1,166	13,992
ESI	351	4,212
Statutory Bonus	1,400	16,800
Total CTC	**13,717**	**1,64,604**

for Scientific Publishing Limited Private Limited

Manoj P
Authorized Signatory

I accept the above CTC structure breakup and I am aware that this is confidential and shall not disclose this information to others.

Signature of Acceptance with date

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

ANNEXURE – A

MANDATORY DOCUMENTS REQUIRED FOR JOINING

- Photocopies of all your Academic Mark Sheets & Certificates (up to Highest Degree)
  - 10th Standard
  - 12th Standard (or) Diploma
  - Degree (U.G / P.G)
- 4 recent passport size photographs
- Government of India approved Photo ID/Address proof :
  - PAN Card (**Mandatory**)
  - Aadhaar Card (**Mandatory**)
  - Voter ID (or)Driving License (or)Passport
- **Relieving Letters from all Previous and Current Employer ***
- **Last 3 months Pay Slip from the Current Employer ***
- Date of birth details as per Government ID Proof of all the dependents for Mediclaim (if applicable)
- Family photo for ESI (if applicable)

** Applicable only for Experienced Candidates*

Please bring all the original documents of academic certificates, Photo ID proof, Address Proof, Employment related documents on the date of joining for verification and it will be returned to you on the same day.

All the very best!

Thank you,

Human Resources Team

5.2.1. Average percentage of placement of outgoing students during the last five years

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NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

11/2/2021

Ravindra
Chennai

LETTER OF APPOINTMENT

Dear **Ravindra,**

Congratulations! We have pleasure in making an offer to you for the post of ***Medical Rec Coding Transc Sr Rep***. We expect you to join the company on or before ***11/24/2021***. You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,
Janani Kumaravel

5.2.1. Average percentage of placement of outgoing students during the last five years

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NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure- 1

Compensation and Benefits			
Name	*Ravindra*		
Designation	*Medical Rec Coding Transc Sr Rep*	Grade	*3*
Joining Date	*11/24/2021*	Location	*Chennai*
Fixed Compensation (A)			
Group 1		**Monthly (₹)**	**Annual (₹)**
Basic Salary		*5758*	*69096*
Group 2 (Allowances)			
The Flexible Compensation Plan (FCP) includes:		*7669*	*92029*
. House Rent Allowance			
. Leave Travel Allowance			
. Children Education Allowance			
. Children Hostel Allowance			
. Professional Development Allowance			
. Meal Pass			
. National Pension Scheme			
. Fuel & Maintenance*			
. Special Allowance			
Group 3 (Retirals)			
^Provident Fund (12% of Basic Salary) Employer's Contribution		*691*	*8292*
Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972).		*277*	*3322*
Total Fixed Compensation (Group 1 +Group 2+Group 3)		*14395*	*172739*
Variable Compensation (B)		PEP	
Annual potential discretionary variable incentive**		Min	Maximum
		0%	7%
		-	₹ 12092
Annual earning potential including fixed compensation		₹ 172739	₹ 184831
Additional Benefits (C)			
Employer Contribution towards Employee Health Insurance (GMC)***		₹ 8000	
Remote working allowance****		₹ 24000	
Annual Total Benefits Cost		**₹ 32000**	
Total Compensation (Maximum cost to the company)		**₹ 216831**	

5.2.1. Average percentage of placement of outgoing students during the last five years

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NTT DATA Information Processing Services Private Limited
Plot No. 123, EP/P Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Medical and Insurance Benefits
Hospitalization Insurance You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of **Rs.3,50,000**.
Personal Accident Insurance You are covered under the **Personal Accident Insurance** for self as per Company policy.
Group Life Insurance Scheme You are covered under the **Group Life Insurance** for self as per Company policy.
Other Benefits
Discretionary Advance against Salary On confirmation, you will be eligible for discretionary salary advance up to a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.
House Deposit Advance You are eligible for house deposit / advance up to a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.
Salary Advance On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.

The benefits stated above may be withdrawn, changed, or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy

The above is subject to the policies of the Company, as applicable from time to time.

Yours sincerely,
FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:
Monika Cyril
D5E990A204894EF...

MONIKA CYRIL
ASSOCIATE DIRECTOR - TALENT ACQUISITION

5.2.1. Average percentage of placement of outgoing students during the last five years

ELROI SOFTWARE SOLUTION

www.elroisoftwaresolution.com
info@erssmail.com
+91 95970 18777

01-June-2021

To

Mr. John Britto,
S/o Savarimuth,
No.197, Melamanchampatti,
Manjampatti, Vengaikurichi,
Manaparai – 621307.

Sub: Offer of Appointment

Dear Mr. John Britto,

We refer to your candidature and further to our mutual discussions, we are glad to offer you the position Junior Tester in at *ELROI SOFTWARE SOLUTION*, Madurai-625514. Your total emoluments are described below.

Salary		Monthly in INR
Basic Pay	:	4,462
House Rent Allowance	:	2,231
Special Allowance	:	4,462
Target Cash Compensation	:	**11,155**
Employer Contribution to PF	:	1,071
Employer Contribution to ESI	:	363
Target Cost to Company	:	**12,589**

Your CTC will be in **INR 1,51,068/- (Rupees One Lakh Fifty-One Thousand and Sixty-Eight Only)** Per Annum.

Regd. Office : No.19, Ponmuthu Nagar, First Street, Nallur, Tiruppur - 641 606.
Branch Offices : Door No. 6/312, Madurai Main Road, Checkanurani, Madurai - 625514.

5.2.1. Average percentage of placement of outgoing students during the last five years

ELROI
SOFTWARE SOLUTION

www.elroisoftwaresolution.com
info@erssmail.com
+91 95970 18777

*Note:
Your PF and ESI Contribution would be the Rs. 1,071/- and Rs. 84/- thereby making your net take home per month **Rs. 10,000/-** (TDS / PF / Prof Tax would be deducted as if applicable).

Please find the terms and conditions of employment with ELROI in the annexure. Your appointment is subject to the terms and conditions mentioned in the annexure. Acceptance of this offer implies the acceptance of the terms and conditions.

We request you to confirm to us your acceptance of this offer by returning a copy of this letter duly signed by you. If you fail to join within 15 calendar days from the joining date mentioned in this letter the offer stands cancelled.

We look forward to having you join us and working with us to build the Company into a strong business. In case you need further clarifications, please contact **Human Resources Department** of the Company.

Thanking you,

For ***ELROI SOFTWARE SOLUTION***,

Ostin Jeyabal
Managing Director

I _____, acknowledge and accept all the terms and conditions mentioned in this Offer of Appointment and the Annexures forming part thereof. I will be able to join your esteemed organisation on _____.

Signature:

Name: John Britto.

Regd. Office : No.19, Ponmuthu Nagar, First Street, Nallur, Tiruppur - 641 606.
Branch Offices : Door No. 6/312, Madurai Main Road, Checkanurani, Madurai - 625514.

5.2.1. Average percentage of placement of outgoing students during the last five years

ELROI
SOFTWARE SOLUTION

www.elroisoftwaresolution.com
info@erssmail.com
+91 95970 18777

ANNEXURE

TERMS AND CONDITIONS

ROLE:

1. Junior Tester is responsible for manual testing & automated testing. The employee would closely work with a team, clients and client representatives to complete the allotted projects within the allotted time.

RESIGNATION:

2. You should be gainfully employed with ELROI Software Solution for a minimum period of one year from the date of joining. If you leave the company before completion of the (1) one year time period, work experience certificate will not be provided. After the completion of one year, the minimum notice period required to be given by you in the event of resignation is 60 days. If any case ELROI Software Solution finds any misconduct or negligence or unsatisfactory performance, The Company has the right to terminate your services by giving you 15 calendar days' notice.

PERFORMANCE APPRAISAL:

3. Your performance will be reviewed every quarter and there will be annual appraisals.

Appropriate Tax will be deducted at source (TDS) from your salary.

WORK TIMINGS:

4. Being a result oriented company, ELROI believes in flexible timings. The core working hours are between 9.00 AM to 7.00 PM. However the Employee's timings are adjustable based on the projects and /or clients requirements. The lunch and dinner break will be for 45 minutes each.

BACKGROUND VERIFICATION:

5. The employment confirmation is subject to completion of a successful background verification.

Regd. Office : No.19, Ponmuthu Nagar, First Street, Nallur, Tiruppur - 641 606.
Branch Offices : Door No. 6/312, Madurai Main Road, Checkanurani, Madurai - 625514.

5.2.1. Average percentage of placement of outgoing students during the last five years

ELROI
SOFTWARE SOLUTION
www.elroisoftwaresolution.com
info@erssmail.com
+91 95970 18777

LEAVE ALLOWANCE:

6. The list of holidays for the calendar year will be released by ELROI at the beginning of the year.

Casual Leave: 12 days / Year: Every Employee is entitled to 1 day casual leave per month adding up to 12 days in a year wherein 6 days leave for the first 6 months will be credited in the month of January, next 6 days will be credited in July. The accumulated leave cannot be carried forward to the next year. Casual leave cannot be combined with any other kind of leave.

Sick Leave: 12 days / Year: 12 days of sick leave only for hospitalization. It cannot be carried forward to the next year. Employees can avail this leave only upon submission of proof of hospitalization.

COMPETITIVE ACTIVITY:

7. ELROI expects you to clearly understand that ELROI has spent significant time and money establishing client relation and securing client projects. When you are engaged in ELROI projects you should not contact or seek any direct employment with clients of ELROI without written permission from ELROI.

8. You should not refer any individual or entity to clients for any future direct employment or contract work during the term of employment or 3 years after that. ELROI has the right to terminate your services without any notice, if it gets evidence of competitive activity. In case of your salary, ELROI shall have the right to bring any legal proceedings upon employees engaging in competitive activities against ELROI, in courts under Tirupur Jurisdiction in accordance with applicable law.

9. You shall disclose all inventions and discoveries to ELROI relating to the business or any of its clients, which you make during the term of your employment with ELROI. The disclosures shall be made promptly after the conception of each discovery and invention and the inventions and discoveries shall be the property of ELROI whether or not patent applications are filed thereon. You shall give ELROI all reasonable assistance in preparing and prosecuting such patent applications and shall execute all papers necessary and assign the inventions and discoveries along with patent to ELROI.

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info@erssmail.com
+91 95970 18777

PREJOINING FORMALITIES:

Kindly submit the following documents at the time your joining; All original certificates will be returned to you after due verification.

1. PAN Registration: Scanned copy of PAN Card should be sent to hr@erssmail.com.
2. Aadhar Card: Scanned copy of Aadhar Card should be sent to hr@erssmail.com.
3. Passport size photograph.
4. Current address proof (Passport / Voters ID / Driving license)

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/ certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

This is to certify that I have fully read and understood all the terms and conditions mentioned in herein I hereby accept and agree to abide by them:

Name in full :

Signature :

Address :

Date :

Place :

Regd. Office : No.19, Ponmuthu Nagar, First Street, Nallur, Tiruppur - 641 606.
Branch Offices : Door No. 6/312, Madurai Main Road, Checkanurani, Madurai - 625514.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare
Excellence in Business Outsourcing

STRICTLY PERSONAL

Date: January 09, 2019

To:
SATHIYA PRIYA E
Emp ID: 45466
Tiruchirappalli

Dear SATHIYA PRIYA E,

This is with reference to your offer letter dated **January 09, 2019.** We are pleased to appoint you as **"PROCESS ASSOCIATE"** in Grade **1A,** with effect from **January 09, 2019.**

The offer is subject to the following terms and conditions.

1. Your appointment and continuance in service is subject to the Company receiving:
   a. A satisfactory reference from the list of referees furnished by you at the time of interview / joining.
   b. Correct particulars regarding your age, qualification, experience, etc.
2. You will be on Training cum Probation and will be confirmed on rolls upon satisfactory completion of the training and probation period, as Process Executive. The normal probation period is six months, but is liable for extension if the performance is not found satisfactory.
3. Your remuneration shall be as detailed in the annexure.
4. You shall be considered as being employed at **Tiruchirappalli,** but may be transferred to any other office of the Company in India or abroad.
5. Your appointment will be governed by the terms and conditions of employment presented in this letter of this appointment. You will also be governed by the rules of the Company as applicable, enforced, amended or altered from time to time during the course of employment.
6. You shall devote yourself exclusively to the business and no outside appointments are allowed without prior consent of the company in writing. In particular you shall not in any way provide your services or accept any commission or remuneration from any other company, or individual.
7. Your service with the company can be terminated under the following conditions:
   a. On resignation, by giving a written notice of at least 30 days during probation / 60 days after confirmation or as a special case, Basic Salary in lieu to the Company.
   b. The right to decide whether to collect basic salary in lieu of employee not serving notice period is solely based on the discretion of management. Company also reserves the right to issue relieving letter in such cases.
   c. In case, not completing relieving formalities with-in 7 days of last working day after resignation, the same will be treated as Voluntary Abandonment of services.
   d. Without any notice in case of serious misconduct on your part.
   e. Voluntarily abandonment your services in case you abstain from work for more than 7 days without prior intimation in writing to the company.
   f. Upon failure to complete the required coding training / assessment criteria to perform the given assignment within 30 days of stated training program.
8. The retirement age is 58.
9. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.

Omega Healthcare Management Services Pvt. Ltd.
2nd and 3rd Floor, Muthaiah Towers, No. 1 Williams Road (or Royal Road),
Cantonment, Trichy – 620 001. Tel: +91 043 14028111.
Registered Office : No. 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017. Tel: +91 80 4155 7333
US Office : 2424 North Federal Highway, Suite #205, Boca Raton, FL 33431.
Website : www.omegahms.com
General Email ID : mail2omega@omegahms.com Registered CIN: U85110 KA2003 PTC 032846
BENGALURU CHENNAI TRICHY BHIMAVARAM HYDERABAD MANILA CEBU USA

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

10. You shall not either during the continuance of your employment or thereafter divulge to any person and shall use your best endeavors to prevent the unauthorized publication or disclosure of any information concerning the business.
11. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
12. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
13. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company.
14. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
15. You should adhere to the organizational Quality and Security policies and procedures formulated and communicated from time to time.
16. You will have to sign Non-Disclosure Agreement and Code of Business Conduct and Ethics separately during the course of employment.
17. You will be required to execute a separate employment agreement in case you are sent abroad for any client specific training or an onsite assignment etc., during the course of your employment
18. You will be required to execute a separate 'Service Bond' in case you take up any certification program through company, during the course of your employment.
19. Non-Solicitation. I agree that so long as I am employed by Omega and for a period of two (2) years thereafter, I will neither directly or indirectly solicit for employment with competition nor will I interfere with Omega's relationship with any such persons, or endeavor to entice them away from Omega, or aid any other person(s) in enticing them away from Omega.
20. I hereby accept and agree that my pictures, videos or voice recordings, taken during the employment for the official purposes, may be used and displayed on the Company website, TV channel, advertisements, brochures, catalogues, flyers, theatres, banners, hoardings, radios or any other medium for any events or activities organised by the Company for branding, advertisements, commercial, official or other purposes. I acknowledge that the Company will not be under the obligation to remove or delete pictures, videos or voice recordings from the social media after termination of my employment with the Company.
21. Please sign the letter as a token of your acceptance and return to the Company's HR Department.

Yours sincerely,
for **Omega Healthcare Management Services Pvt Ltd**

Lalitha M Shetty
Senior Director – Human Resources

ACCEPTANCE	
Name: SATHIYA PRIYA E	Date of Joining: January 09, 2019
Signature :	Date :

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare
Excellence in Business Outsourcing

Annexure to Appointment Letter - Salary & Benefits

NAME	SATHIYA PRIYA E
DESIGNATION	PROCESS ASSOCIATE

Salary Components	Amount (INR)	Payment (pro rated)
Basic + DA	6,500	Monthly
House Rent Allowance	150	Monthly
Monthly Bonus	700	Monthly
Total Per Month	**7,350**	
Total Per Annum (A)	**88,200**	
Annual cum Statutory Benefits		
Provident Fund	9,360	Statutory
Gratuity	3,756	Accrual basis
ESI / Med Ins Prem	4,188	As per Scheme
GLTI Prem	1,200	As per Scheme
Total Per Annum (B)	**18,504**	
Leave Encashment (C)	**3,588**	
CTC per Annum (A) + (B) + (C)	**1,10,292**	

Benefits (A) Statutory

- **Provident Fund** - Employer contribution at the rate of 12% of Basic.
- **Gratuity** - As per the Gratuity Act.
- **ESI** - As per ESI Act – Employer contribution at the rate of 4.75% of gross salary where ever Gross salary is less than 21000 INR.

Benefits (B) Welfare

- **Insurance**
  - Medical Insurance: Up to Rs.1.5 Lakhs for self, spouse and two children those who are not covered under ESI
  - Personal Accident Coverage: You will be entitled to personal accident coverage as per company policy.

- **Leave Entitlement**
  - Casual cum Sick Leave – 12 days per annum
  - Privilege Leave – 12 days per annum

  Refer Leave Rules for eligibility to avail the same.

Lalitha M Shetty
Senior Director – Human Resources

5.2.1. Average percentage of placement of outgoing students during the last five years

☎: OFF: STD: 04331 – 245283,245123.

MEENAAKSHI RAMASAMY ARTS AND SCIENCE COLLEGE

(Affiliated to Bharathidasan University, Thiruchirappalli) Govt Approval No: 99/2001

Trichy Main Road, M.R.Kalvi Nagar, Thathanur (Po),
Udayarpalayam (Tk), Ariyalur (Dist) – 621 804.

M.R.RAHUNAATHAN M.A.,M.L.,
Correspondent

Date: 06/02/2021

APPOINTMENT ORDER

On behalf of the management, based on the recommendations of the selection committee, Mr/Miss/Mrs ---A. Akilandeshwari--- is appointed as a Asst: prof in Dept of FT temporarily for the academic year 20 - 20

He/She is to report for duty on/before: 08/02/2021

The following are the terms and conditions.

1. His/Her appointment is subject to the approval of the Bharathidasan University. If the University does not approve this appointment his/her service will be terminated.
2. He/she will produce all his/her certificates in original and attested copies of the office.
3. He/She should abide by the rules and regulations of the Management and give an undertaking to this effect at the time of joining duty. Contravention of these will result in ouster from service.
4. He/She is liable to be discharge at any time during the academic year without assigning any reason or giving prior notice if his/her performance or conduct is found unsatisfactory.
5. If he/she wishes to quit the service in the course of the academic year, he/she has to give three months notice to the management or three months salary.
6. Any discrepancy on the information furnished by him/her found at a later date, this offer stands withdrawn.

We look forward to a long and mutually fruitful association with you.

Staff Signature

Correspondent

REDMI NOTE 8
AI QUAD CAMERA

5.2.1. Average percentage of placement of outgoing students during the last five years

AIMAN College of Arts & Science for Women
(Sponsored by: AIMAN Education & Welfare Society)
(Affiliated to Bharathidasan University)
(Recognized by UGC under section 2(f) & 12(B))
K.Sathanur, Tiruchirappalli – 620 021.
Email: principal@aimancollege.edu.in Website: www.aimancollege.edu.in Ph: +91 73395 48002, 73050 37889, 73050 37891

Estt./AIMAN/2020-2021/240 Date: 08.02.2021

PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

To

Ms.H.Shamsun Nafeela
No.13, Pudhmanai Street,
Thittachery,
Nagapattinam District – 609 703

Sub: Establishment – Appointment – Assistant Professor

*****

Ms.H.Shamsun Nafeela M.Sc., is appointed as an Assistant Professor in the Department of Nutrition & Dietetics. She will be paid a consolidated salary of Rs. 8,000/- per month (Eight thousand only). She will be governed by the Service Rules and Regulations of this College. She will report for duty to the Principal of the College at 09.00 a.m. of 8th February 2021. The Probationary period is for three months. After satisfactory completion of probationary period, the appointment will be confirmed.

8/2/2021.
Principal

PRINCIPAL
AIMAN COLLEGE OF ARTS & SCIENCE FOR WOMEN
TIRUCHIRAPPALLI-620 021

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL 11.03.2021

HRMD/OFF-LTR/119200192/2020-21

SELECTION CUM OFFER LETTER

To
Ms. Revathee R,
No.1/49, Agraharam,
Keelakalkondarkottai,
Trichy-620011.

Dear Revathee R,

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a **Relationship Manager II (Sales and Operations)** of our bank. You will be, at the time of joining the Bank, designated as **'Trainee Relationship Manager II'**.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.21,000/-**per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs.5,01,048/-**per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programme as a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

V. Gopalakrishnan
General Manager
HR&BD
Encl.: Annexure to the offer (as applicable to you).

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; **Email:** placement@cityunionbank.in

R. Revathee

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Annexure-I to your Offer of Employment [HRMD/OFF-LTR/119200192/2020-21] as Relationship Manager II

Presented here are the terms and conditions that refer to our offer of employment to you.

01. Pre-Induction Programme and On the Job Training

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you.

While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Trainee Relationship Manager II** and you will be required to undergo on the job training for a period of six months. On successful completion of the on the job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year.
You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon receiving your appointment order and joining your place of posting, you will be required to place a fixed deposit in your name for Rs.50,000/- as security deposit towards cost of training for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.50,000/- in your name and discharging the same to the Bank.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to satisfactory performance during the probation period to the satisfaction of the Bank.

03. Leave:

The bank provides its employees with different types of leave during different stages of your career as per the leave policy applicable in force at the time.

Leave During Training Period

Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 15 days and Sick leave of 15 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

04. Mobility:

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

05. Increments & Promotions:

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the Bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

06. Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the insurance policy provider and may be revised from time to time.

07. Notice Period:

During Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion). In addition you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

After Confirmation

If you choose to discontinue your services with the Bank for any reason after your confirmation, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion.

NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.

R. Ravikka

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Termination without Notice

During the training/probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment/or revert you to a junior level at anytime during the training/probation period or extended period of training/probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

08. Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other relatec information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at

R. Ravichandran

5.2.1. Average percentage of placement of outgoing students during the last five years

CUB CITY UNION BANK

some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this Letter of Appointment and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 17.03.2021, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the offer.

Welcome to the CUB family.

With Regards

V. Gopalakrishnan
General Manager
HR&BD

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure.

R. Revathee
Signature

Name: R. REVATHEE Date: 12.03.2021

Place: TRICHY

R. Revathee

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

Annexure-II to your Offer of Employment [HRMD/OFF-LTR/119200192/2020-21] as Relationship Manager II

Compensation during Training period

COMPENSATION DETAILS		
Name	**Ms. Revathee R**	
Designation	**Trainee Relationship Manager II**	
CTC COMPONENTS (All figures in Rs.)		
Component	**Per Month**	**Per Year**
Basic	6,000/-	72,000/-
HRA	4,000/-	48,000/-
Other Allowances	11,000/-	1,32,000/-
Gross	**21,000/-**	**2,52,000/-**
MGMT Contribution to PF	600/-	7,200/-
CTC	**21,600/-**	**2,59,200/-**

Compensation during Probation period

COMPENSATION DETAILS		
Name	**Ms. Revathee R**	
Designation	**Probationary Relationship Manager II**	
CTC COMPONENTS (All figures in Rs.)		
Component	**Per Month**	**Per Year**
Basic Pay	14,000/-	1,68,000/-
Fixed DA[1]	2,100/-	25,200/-
Sales and Operations Allowance	3,500/-	42,000/-
HRA	2,300/-	27,600/-
Basket of Allowances	7,800/-	93,600/-
Medical reimbursement	1,300/-	15,600/-
Gross Pay	**31,000/-**	**3,72,000/-**
PF – Management Contribution	1,610/-	19,320/-
Pension - Management Contribution[2]	644/-	7,728/-
Group Health Insurance	700/-	8,400/-
Fixed CTC	**33,954/-**	**4,07,448/-**
PLP (Max of 20% on Basic Pay)[3]	2,800/-	33,600/-
Bonus/Ex-gratia (Maximum)[4]	5,000/-	60,000/-
Variable CTC	**7,800/-**	**93,600/-**
Total CTC	**41,754/-**	**5,01,048/-**

R.Revathee

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY UNION BANK

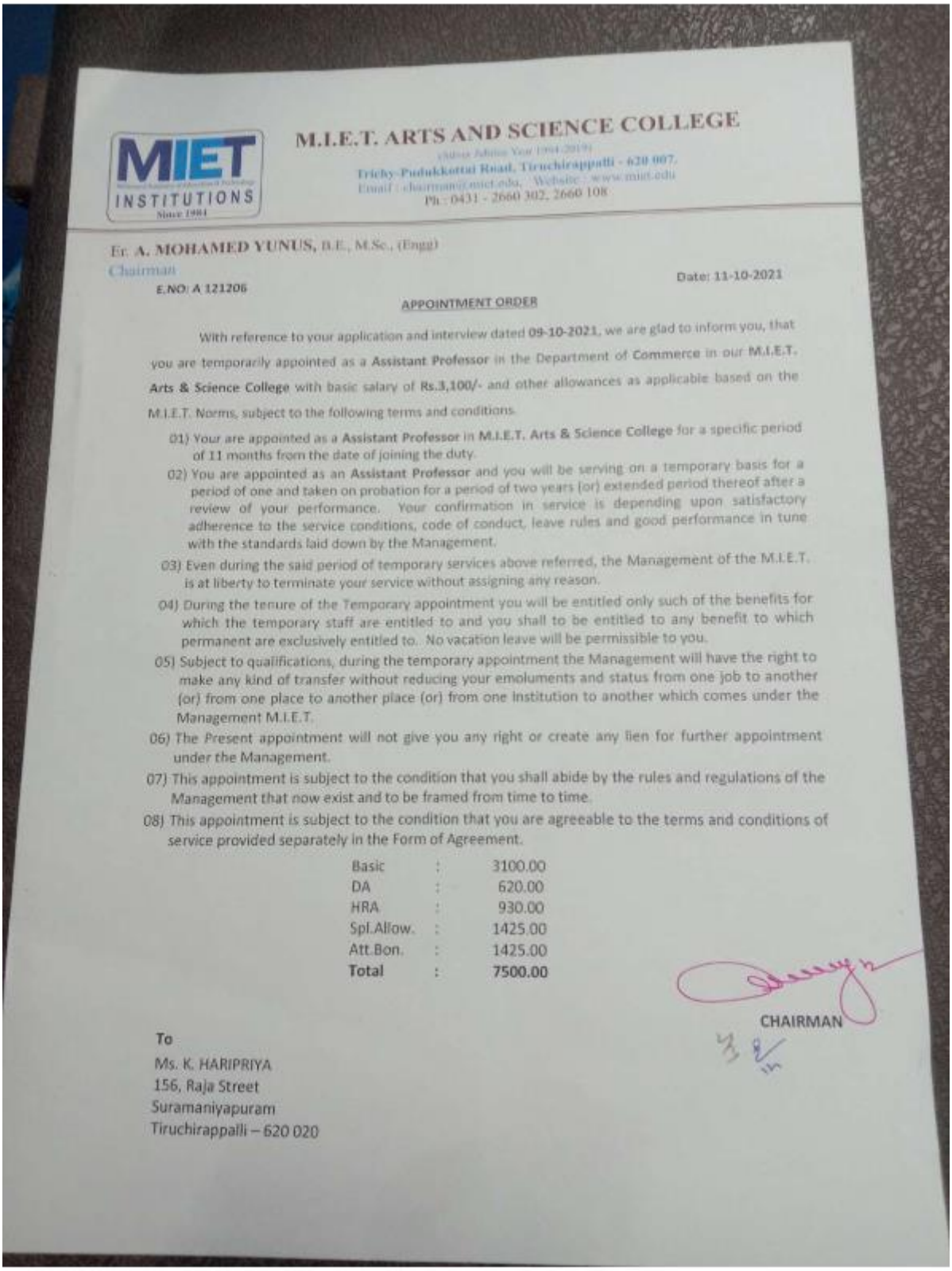
Note:

1. **Dearness Allowance:** - Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
2. **Pension**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
3. **PLP**:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for it's employees at any future date and it is purely based on the performance of the employee.
4. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.

P. Ramathan

5.2.1. Average percentage of placement of outgoing students during the last five years



MIET INSTITUTIONS
Since 1984

M.I.E.T. ARTS AND SCIENCE COLLEGE
Trichy-Pudukkottai Road, Tiruchirappalli - 620 007.
Email : chairman@miet.edu Website : www.miet.edu
Ph : 0431 - 2660 302, 2660 108

Er. A. MOHAMED YUNUS, B.E., M.Sc., (Engg)
Chairman

E.NO: A 121206

Date: 11-10-2021

APPOINTMENT ORDER

With reference to your application and interview dated 09-10-2021, we are glad to inform you, that you are temporarily appointed as a **Assistant Professor** in the Department of **Commerce** in our **M.I.E.T. Arts & Science College** with basic salary of **Rs.3,100/-** and other allowances as applicable based on the M.I.E.T. Norms, subject to the following terms and conditions.

01) Your are appointed as a **Assistant Professor** in **M.I.E.T. Arts & Science College** for a specific period of 11 months from the date of joining the duty.

02) You are appointed as an **Assistant Professor** and you will be serving on a temporary basis for a period of one and taken on probation for a period of two years (or) extended period thereof after a review of your performance. Your confirmation in service is depending upon satisfactory adherence to the service conditions, code of conduct, leave rules and good performance in tune with the standards laid down by the Management.

03) Even during the said period of temporary services above referred, the Management of the M.I.E.T. is at liberty to terminate your service without assigning any reason.

04) During the tenure of the Temporary appointment you will be entitled only such of the benefits for which the temporary staff are entitled to and you shall to be entitled to any benefit to which permanent are exclusively entitled to. No vacation leave will be permissible to you.

05) Subject to qualifications, during the temporary appointment the Management will have the right to make any kind of transfer without reducing your emoluments and status from one job to another (or) from one place to another place (or) from one institution to another which comes under the Management M.I.E.T.

06) The Present appointment will not give you any right or create any lien for further appointment under the Management.

07) This appointment is subject to the condition that you shall abide by the rules and regulations of the Management that now exist and to be framed from time to time.

08) This appointment is subject to the condition that you are agreeable to the terms and conditions of service provided separately in the Form of Agreement.

Basic	:	3100.00
DA	:	620.00
HRA	:	930.00
Spl.Allow.	:	1425.00
Att.Bon.	:	1425.00
Total	:	**7500.00**

CHAIRMAN

To
Ms. K. HARIPRIYA
156, Raja Street
Suramaniyapuram
Tiruchirappalli – 620 020

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4533256 /773475 ,
05/28/2021 ,
Hasif Rameem Habeeb Mohammed
3/511, ,manarkeni street, Adiyakkamangalam ,

Trichy ,Tamil Nadu ,
India .

Confidential

Dear Hasif Rameem Habeeb Mohammed ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited (**'Capgemini'** or **'Company'**) starting from 05/31/2021 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

B) You will be required to work at the Company's offices in location Trichy IN

C) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 168076 /- (Rupees One Lakh Sixty Eight Thousand and Seventy Six only only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. Provident Fund - You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation .

2. Gratuity - Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation .

3. ESIC - In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

5.2.1. Average percentage of placement of outgoing students during the last five years

ilife technologies
... Pursuit of innovation

+91 95855 29144, 85249 79951
info@ilifetech.in

ORDER DATE: December 16th 2020

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli - 620 020.

Dear AAKASH R

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Managing Director

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Basic salary	15,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	15,000	NIL

Ilife Technologies Trichy-620 002

Managing Director

www.ilifetech.in 3 rd Floor, Periyasamy Towers, Chatram Busstand, Trichy - 620 002.

5.2.1. Average percentage of placement of outgoing students during the last five years

ilife technologies
... Pursuit of innovation

+91 95855 29144, 85249 79951
info@ilifetech.in

ORDER DATE: December 16th 2020

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli - 620 020.

Dear NARESH KUMAR R

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

The work you will do is covered by an existing collective employment agreement between Management and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details

Description	Earnings (Rs.)	Deduction (Rs.)
Basic salary	15,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	15,000	NIL

Ilife Technologies Trichy-620 002

Managing Director

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ORDER DATE: December 16th 2020

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli - 620 020.

Dear NIZAR AHAMED S

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

The work you will do is covered by an existing collective employment agreement between Management and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details

Description	Earnings (Rs.)	Deduction (Rs.)
Basic salary	15,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	15,000	NIL

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Managing Director

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ORDER DATE: December 16th 2020

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli - 620 020.

Dear RAMEESH RAJA K

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

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Compensation Details

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Basic salary	15,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	15,000	NIL

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ORDER DATE: December 16th 2020

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli - 620 020.

Dear SADIQ HUSSAIN S

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

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Compensation Details

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Insurance	NIL	NIL
NET SALARY	15,000	NIL

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Managing Director

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APPOINTMENT PLACE: TRICHY

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Dear LAKSHMIKANTH M

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

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Compensation Details

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T.A.	NIL	NIL
Insurance	NIL	NIL
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ORDER DATE: December 16th 2020

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli - 620 020.

Dear SYED AJIM S

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

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APPOINTMENT PLACE: TRICHY

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Dear VASANTH K

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

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Dear SYED ABDUL KATHER S

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

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ORDER DATE: December 16th 2020

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli - 620 020.

Dear THARIK AHAMED L

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

The work you will do is covered by an existing collective employment agreement between Management and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

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Insurance	NIL	NIL
NET SALARY	15,000	NIL

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ORDER DATE: December 16th 2020

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli - 620 020.

Dear YASIR AHAMED K

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on May 11th 2020. Please sign the duplicate copy of this letter and send it back to me within the allotted 30 days if you would like to accept this position.

The work you will do is covered by an existing collective employment agreement between Management and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

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T.A.	NIL	NIL
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5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear ABDUL RAHEEM H

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

Reach Higher
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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.

The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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web : www.pinnacletiruchi.in

Appointment Letter

Dear ABDUL GANI S

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.

The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Appointment Letter

Dear ABDUL NIZAR J

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

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2. Place of Work:

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear ABDUL RAHAMAN M

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.

The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Appointment Letter

Dear ABDULKAFFOOR B

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

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Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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7.Leave:

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8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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web : www.pinnacletiruchi.in

Appointment Letter

Dear AFREEN BANU G

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

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4. Probation Period:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

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Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Cell : 86675 13082
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Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear AHAMED RIFKHAN A

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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7.Leave:

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Appointment Letter

Dear ANBU ARASAN L

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

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No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Proprietor
Pinnacle Solutions, Tiruchirappalli

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Appointment Letter

Dear ANEES FATHIMA A

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

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5.2.1. Average percentage of placement of outgoing students during the last five years

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PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear ANSHEELABEGAM B

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

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The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
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Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

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Appointment Letter

Dear ASIA BI J

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

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The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear ARUNRAJ R

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

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4. Probation Period:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear ASMA BANU S

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

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4. Probation Period:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
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Cell : 86675 13082
94894 01965
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7.Leave:

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Email : pinnacletiruchi@gmail.com
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Appointment Letter

Dear AYISHA SIDDIGA B

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

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3. Remuneration:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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7.Leave:

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For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

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Appointment Letter

Dear AYISHA DULRIZHA P

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

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The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
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Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear BALAKRISHNAN V

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.

The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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94894 01965
Email : pinnacletiruchi@gmail.com
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7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear CHRISTINAJOYS R

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.

The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

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Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Cell : 86675 13082
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Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear BARAKATH NISHA R

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

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The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Cell : 86675 13082
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Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

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Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear ELAKKIYA S

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

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Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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web : www.pinnacletiruchi.in

Appointment Letter

Dear GAYATHRI K

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

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Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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6. Termination of Services:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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94894 01965
Email : pinnacletiruchi@gmail.com
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7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

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Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Appointment Letter

Dear JASMINE BANU M

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

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No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
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Email : pinnacletiruchi@gmail.com
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Appointment Letter

Dear JUSTIN SAMUEL J

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
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94894 01965
Email : pinnacletiruchi@gmail.com
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7.Leave:

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8. Return of Company Property

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You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Email : pinnacletiruchi@gmail.com
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Appointment Letter

Dear MAHALAKSHMI R

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Reach Higher
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Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear MANIMEGALAI S

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

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8. Return of Company Property

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Reach Higher
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Appointment Letter

Dear MOHAMED FARMANULLAH F

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Appointment Letter

Dear MOHAMEDSAMIM K

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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7.Leave:

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

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Appointment Letter

Dear PANDIYAMMAL K

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.

The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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94894 01965
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7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Appointment Letter

Dear NITHIYANAN. D

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

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Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

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Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Appointment Letter

Dear NAJLA BANU A

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

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Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

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Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear SAFURREEN M

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

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Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Cell : 86675 13082
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Appointment Letter

Dear SHAFANA N

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

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4. Probation Period:

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PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Email : pinnacletiruchi@gmail.com
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7.Leave:

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8. Return of Company Property

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We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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Appointment Letter

Dear SHAFREEN BANU K

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

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5.2.1. Average percentage of placement of outgoing students during the last five years

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7.Leave:

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8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear SHATRIAZKHAN J

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

PINNACLE SOLUTIONS TRICHY

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Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.

The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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5.2.1. Average percentage of placement of outgoing students during the last five years

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94894 01965
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web : www.pinnacletiruchi.in

Appointment Letter

Dear SOUDNISHA BEGAM F

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

PINNACLE SOLUTIONS TRICHY

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Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

Examples include rape, forgery, robbery, etc. (il) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy.

A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.

The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.

You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Appointment Letter

Dear SUNANTHA M

We welcome you to **Pinnacle Solutions**, Tiruchirappalli and are pleased to confirm your appointment for the position of **Networking Engineer** under the following terms and conditions:

1. Date of Joining:

You are being appointed as Networking Engineer in Pinnacle Solutions, Tiruchirappalli with effect from dated June 2020.

2. Place of Work:

Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.

You may be required to visit to the client site within and / or outside India.

3. Remuneration:

Your annual fixed CTC will be Rs. 2,22,000 p.a. (Rupees Two Lakhs Sixty-Four Thousand) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu

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The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (I) any heinous criminal act or any offense involving moral turpitude.

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The Company reserves the right to terminate your employment on the grounds mentioned in clause 6 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period.

The Company further reserves the right to initiate legal action as it deems fit.

6. Termination of Services:

If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.

If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
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94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

7.Leave:

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

8. Return of Company Property

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You shall not keep any copies of these items in any form whatsoever.

Violation of this clause may invite legal action.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

We wish you good luck and a very bright career with us.

Best Wishes
For PINNACLE SOLUTIONS
Proprietor
Pinnacle Solutions, Tiruchirappalli

PINNACLE SOLUTIONS TRICHY

No.19/4, 1st Floor, Jailaniya 2nd Street, Ponmalai, Service Road, Subramaniyapuram, Trichy - 620 020.

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

Letter of Appointment for the position of Marketing Executive

Dear AAFIYA SHEEREEN S

This letter is in context to your interview held on [January, 2020] which you have successfully cleared. We are pleased to inform you that you have been selected for Marketing Executive position in our **SAMSAJ INFO TECH**, Trichy.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

Your working hours will be from 9:00 a.m. to 6:00 p.m., and you will be working on all days except Sunday. Your annual CTC will be (Rs.1,80,000/-p.a.]

Provided below are some terms and conditions concerning your employment:

1. As stated above, you will be provided with a salary (Rs.1,80,000]. The incentives will be added once you satisfactorily complete your working hours.
2. You have to learn new traditions of work and coordinate with other team members.
3. You will be trained for four weeks and be given several instructions during that period which you must follow at all times.
4. There will be specific targets that will be provided to you by the team leader. It may get challenging with your experience ahead. Those targets must be completed within the instructed Time.
5. If unable to do so, you will be given another opportunity to complete all the targets and present the required results to your team leader.
6. If you are found to be involved in any activities related to fraud or malfunction, you will have to face severe disciplinary consequences.
7. If you wish to terminate this contract at any time, you must provide the organization with a notice period of at least 30 days.

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

These terms and conditions are to be followed at all times during your employment with the organization. We hope that you will follow and be willing to put your efforts into the position.

You must behave professionally and show decency to all the employees and our team members.

If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id info@samsaj.com. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

You are also requested to provide us with the following documents for official verification:

1. passport photographs (self-attested]

2. Identification Proof

3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA

SAMSAJ INFO TECH

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

Letter of Appointment for the position of Marketing Executive

Dear AARTHI P

This letter is in context to your interview held on [January, 2020] which you have successfully cleared. We are pleased to inform you that you have been selected for Marketing Executive position in our **SAMSAJ INFO TECH**, Trichy.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

Your working hours will be from 9:00 a.m. to 6:00 p.m., and you will be working on all days except Sunday. Your annual CTC will be (Rs.1,80,000/-p.a.]

Provided below are some terms and conditions concerning your employment:

1. As stated above, you will be provided with a salary (Rs.1,80,000]. The incentives will be added once you satisfactorily complete your working hours.
2. You have to learn new traditions of work and coordinate with other team members.
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5. If unable to do so, you will be given another opportunity to complete all the targets and present the required results to your team leader.
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7. If you wish to terminate this contract at any time, you must provide the organization with a notice period of at least 30 days.

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Email : info@samsaj.com
Web : www.samsaj.com

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You must behave professionally and show decency to all the employees and our team members.

If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id info@samsaj.com. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

You are also requested to provide us with the following documents for official verification:

1. passport photographs (self-attested]

2. Identification Proof

3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA

SAMSAJ INFO TECH DATE: 15/3/19 TRICHY

SAMSAJ INFO TECH

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

Letter of Appointment for the position of Marketing Executive

Dear AASIYA BANU S

This letter is in context to your interview held on [January, 2020] which you have successfully cleared. We are pleased to inform you that you have been selected for Marketing Executive position in our **SAMSAJ INFO TECH**, Trichy.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

Your working hours will be from 9:00 a.m. to 6:00 p.m., and you will be working on all days except Sunday. Your annual CTC will be (Rs.1,80,000/-p.a.]

Provided below are some terms and conditions concerning your employment:

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If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id info@samsaj.com. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

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2. Identification Proof

3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA

SAMSAJ INFO TECH

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

Letter of Appointment for the position of Marketing Executive

Dear AABITHA PARVEEN S

This letter is in context to your interview held on [January, 2020] which you have successfully cleared. We are pleased to inform you that you have been selected for Marketing Executive position in our **SAMSAJ INFO TECH**, Trichy.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

Your working hours will be from 9:00 a.m. to 6:00 p.m., and you will be working on all days except Sunday. Your annual CTC will be (Rs.1,80,000/-p.a.]

Provided below are some terms and conditions concerning your employment:

1. As stated above, you will be provided with a salary (Rs.1,80,000]. The incentives will be added once you satisfactorily complete your working hours.
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3. You will be trained for four weeks and be given several instructions during that period which you must follow at all times.
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5.2.1. Average percentage of placement of outgoing students during the last five years

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Email : info@samsaj.com
Web : www.samsaj.com

These terms and conditions are to be followed at all times during your employment with the organization. We hope that you will follow and be willing to put your efforts into the position.

You must behave professionally and show decency to all the employees and our team members.

If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id info@samsaj.com. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

You are also requested to provide us with the following documents for official verification:

1. passport photographs (self-attested]

2. Identification Proof

3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA

SAMSAJ INFO TECH DATE: 15/3/19 TRICHY

SAMSAJ INFO TECH

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

5.2.1. Average percentage of placement of outgoing students during the last five years

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Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

Letter of Appointment for the position of Marketing Executive

Dear AAIDHA A

This letter is in context to your interview held on [January, 2020] which you have successfully cleared. We are pleased to inform you that you have been selected for Marketing Executive position in our **SAMSAJ INFO TECH**, Trichy.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

Your working hours will be from 9:00 a.m. to 6:00 p.m., and you will be working on all days except Sunday. Your annual CTC will be (Rs.1,80,000/-p.a.]

Provided below are some terms and conditions concerning your employment:

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Email : info@samsaj.com
Web : www.samsaj.com

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You are also requested to provide us with the following documents for official verification:

1. passport photographs (self-attested]

2. Identification Proof

3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA

SAMSAJ INFO TECH

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Letter of Appointment for the position of Marketing Executive

Dear AFZANARAHUMATHUNISHA S

This letter is in context to your interview held on [January, 2020] which you have successfully cleared. We are pleased to inform you that you have been selected for Marketing Executive position in our **SAMSAJ INFO TECH**, Trichy.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

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Letter of Appointment for the position of Marketing Executive

Dear ALMAS BANU A

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Letter of Appointment for the position of Marketing Executive

Dear ANEES FATHIMA B

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Letter of Appointment for the position of Marketing Executive

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Letter of Appointment for the position of Marketing Executive

Dear ARUL.V

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Letter of Appointment for the position of Marketing Executive

Dear ASWIN.P

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Letter of Appointment for the position of Marketing Executive

Dear ASHRIN BANU A

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Letter of Appointment for the position of Marketing Executive

Dear AROCKIA DHANA PRINCY I

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You are also requested to provide us with the following documents for official verification:

1. passport photographs (self-attested]

2. Identification Proof

3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA

SAMSAJ INFO TECH

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

Letter of Appointment for the position of Marketing Executive

Dear CHRISTOPHE.R

This letter is in context to your interview held on [January, 2020] which you have successfully cleared. We are pleased to inform you that you have been selected for Marketing Executive position in our **SAMSAJ INFO TECH**, Trichy.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

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Letter of Appointment for the position of Marketing Executive

Dear DAVAMANI.R

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Letter of Appointment for the position of Marketing Executive

Dear ISRATH SHINAZ M

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Letter of Appointment for the position of Marketing Executive

Dear DIVIN KUMAR.J

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Letter of Appointment for the position of Marketing Executive

Dear KHAN NASREEN MOHDAYUB

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Letter of Appointment for the position of Marketing Executive

Dear JULIGA RAKSHANA J

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Letter of Appointment for the position of Marketing Executive

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Letter of Appointment for the position of Marketing Executive

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SAMSAJ INFO TECH DATE: 15/3/19 TRICHY

SAMSAJ INFO TECH

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Dear MAHEEN ABUBACKER.S

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MOHAMMED UBADA

SAMSAJ INFO TECH

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

Letter of Appointment for the position of Marketing Executive

Dear MD AJMAL THAHASEEN.M

This letter is in context to your interview held on [January, 2020] which you have successfully cleared. We are pleased to inform you that you have been selected for Marketing Executive position in our **SAMSAJ INFO TECH**, Trichy.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

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You are also requested to provide us with the following documents for official verification:

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2. Identification Proof

3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA

SAMSAJ INFO TECH DATE: 15/3/19 TRICHY

SAMSAJ INFO TECH

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SAMSAJ INFO TECH DATE: 15/3/19 TRICHY

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Dear NAGBAR NAZEEHA M

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SAMSAJ INFO TECH DATE: 15/3/19 TRICHY

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Dear REYHANA ISMAIL

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Dear RAMLATH YASMINE JAINAMBU BEEVI R

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We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **SAMSAJ INFO TECH**, and we want you to join us on June 2020.

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No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9629152145
Email : info@samsaj.com
Web : www.samsaj.com

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You are also requested to provide us with the following documents for official verification:

1. passport photographs (self-attested]

2. Identification Proof

3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA

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Letter of Appointment for the position of Marketing Executive

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Letter of Appointment for the position of Marketing Executive

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Letter of Appointment for the position of Marketing Executive

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SAMSAJ INFO TECH DATE: 15/3/19 TRICHY

SAMSAJ INFO TECH

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Letter of Appointment for the position of Marketing Executive

Dear SHARMILA BEGUM

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear ALEX PANDIAN.D

This letter is in context to your interview held on [**February, 2020**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

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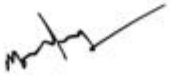

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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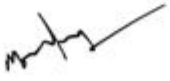

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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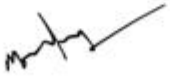

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear ANSAR AHAMED.S

This letter is in context to your interview held on [**February, 2020**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

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Your working hours will be from **9:00 a.m. to 6:00 p.m.,** and you will be working on all days except Sunday. Your annual CTC will be [Rs.2,22,000/- p.a.]

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ubada786@gmail.com
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Tiruchirappalli - 620 001

5.2.1. Average percentage of placement of outgoing students during the last five years

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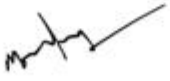
You are also requested to provide us with the following documents for official verification:

10.2 passport photographs [self-attested]
11.Identification Proof
12.Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard

With best wishes and regards,

MOHAMMED UBADA



5.2.1. Average percentage of placement of outgoing students during the last five years

MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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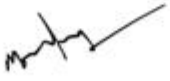

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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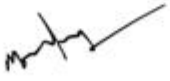

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear AMEENA AZEEBA

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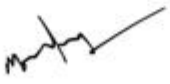

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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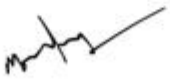

5.2.1. Average percentage of placement of outgoing students during the last five years

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear ABDUL RAHMAN.M

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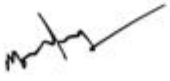

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear ABDUL RAHMAN YASEER

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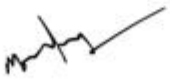

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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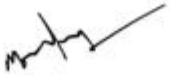

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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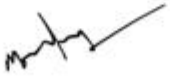

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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5.2.1. Average percentage of placement of outgoing students during the last five years

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7. 2 passport photographs [self-attested]
8. Identification Proof
9. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard

With best wishes and regards,

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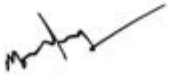

5.2.1. Average percentage of placement of outgoing students during the last five years

MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear FOWMITHA FATHIMA M

This letter is in context to your interview held on [**February, 2020**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

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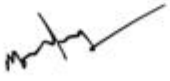

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear GOKUL.G

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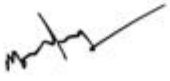

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear JABEZ STANLEY.S

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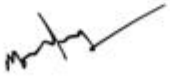

5.2.1. Average percentage of placement of outgoing students during the last five years

MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear LAKSHMI PRAGATHI P

This letter is in context to your interview held on [**February, 2020**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

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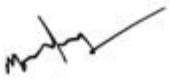

5.2.1. Average percentage of placement of outgoing students during the last five years

Letter of Appointment for the position of Marketing Executive

Dear JESIMA BEGUM M

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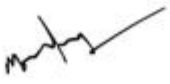

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear JAMAL REEHANA FATHIMA J

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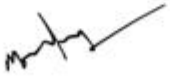

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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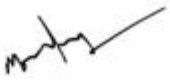

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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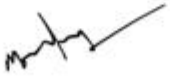

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear RIZWANA FARVIN B

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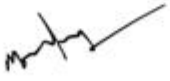
With best wishes and regards,

MOHAMMED UBADA



5.2.1. Average percentage of placement of outgoing students during the last five years

MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear RAJASEKARAN.M

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Identification Proof
9. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard

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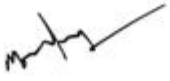

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THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear NAFEESHA N

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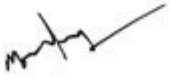

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear PRIYADHARSHINI K

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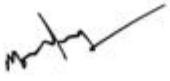

5.2.1. Average percentage of placement of outgoing students during the last five years

MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear MOHAMED ABDUL RAJAKUDEEN A

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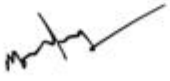

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear MOHAMED SHARUK.S

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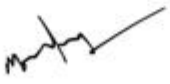

5.2.1. Average percentage of placement of outgoing students during the last five years

MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear P.AROCKIA CHRISTOBHER MEMCLEAN

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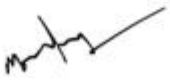

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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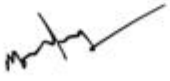

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear SACHINTENDULKAR M

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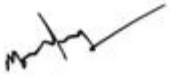

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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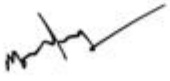

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MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

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This letter is in context to your interview held on [**February, 2020**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

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Your working hours will be from **9:00 a.m. to 6:00 p.m.,** and you will be working on all days except Sunday. Your annual CTC will be [Rs.2,22,000/- p.a.]

Provided below are some terms and conditions concerning your employment:

1. As stated above, you will be provided with a salary [Rs.2,22,000]. The incentives will be added once you satisfactorily complete your working hours.
2. You have to learn new traditions of work and coordinate with other team members.
3. You will be trained for four weeks and be given several instructions during that period which you must follow at all times.
4. There will be specific targets that will be provided to you by the team leader. It may get challenging with your experience ahead. Those targets must be completed within the instructed time.
5. If unable to do so, you will be given another opportunity to complete all the targets and present the required results to your team leader.

+91 9629152145
+91 9843452145
info@minibaskett.com
ubada786@gmail.com
No.6 Arasamara Street, Melapud
Tiruchirappalli - 620 001

5.2.1. Average percentage of placement of outgoing students during the last five years

6. If you are found to be involved in any activities related to fraud or malfunction, you will have to face severe disciplinary consequences.
7. If you wish to terminate this contract at any time, you must provide the organization with a notice period of at least 30 days.

These terms and conditions are to be followed at all times during your employment with the organization. We hope that you will follow and be willing to put your efforts into the position. You must behave professionally and show decency to all the employees and your team members.

If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id **info@minibaskett.com**. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

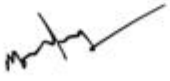
You are also requested to provide us with the following documents for official verification:

10.2 passport photographs [self-attested]
11.Identification Proof
12.Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard

With best wishes and regards,

MOHAMMED UBADA



5.2.1. Average percentage of placement of outgoing students during the last five years

MINI BASKET
THE CHOICE OF LEGEND

Letter of Appointment for the position of Marketing Executive

Dear SARAL LUMINA M

This letter is in context to your interview held on [**February, 2020**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **MINI BASKET**, and we want you to join us on **July, 2020.**

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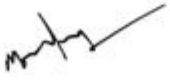

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Tech ZAR Info

DATE: 02.12.2020

Dear BALA BHARATHI C

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Training period may extend time to time considering the current pandemic situation.

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For TechZarInfo Software and Consulting Services

Mohammed Ziya.M

M.S Tower, Convent Rd, Tiruchirappalli – 620001, PH – 0431 355 2323

5.2.1. Average percentage of placement of outgoing students during the last five years

Tech ZAR Info

DATE: 02.12.2020

Dear ESTHER KIRUBA RANI E

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Dear BADHRUNISHA M

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Dear AAFREEN FAZILA M S

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Tech ZAR Info

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Dear IMTHIYAS AHAMED.S

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Dear ASHIKA BANU M

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Dear HARI PRAKASH.

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Dear FAZRUDEEN.M.Y

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Dear ISHWARYA D

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Dear JABEEN BANU K

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Dear KATHIR MOHIDEEN.S

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Dear KASIM RISWAN.H

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Dear MD ALSHAFIK.M

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Dear KARTHICK.S

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Dear JESSY REKHA JANET V

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DATE: 02.12.2020

Dear KAMALADEVI S

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For TechZarInfo Software and Consulting Services

Mohammed Ziya.M

M.S Tower, Convent Rd, Tiruchirappalli – 620001, PH – 0431 355 2323

5.2.1. Average percentage of placement of outgoing students during the last five years

Tech ZAR Info

DATE: 02.12.2020

Dear LAVANYA DHARSHINI S

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Dear KISHORE KUMAR R

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Dear MALATHIKA M

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Dear MOHAMED ANAS.S

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Dear MD ALSHAFIK.M

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Dear MOHAMED ABRAJ JAFRAN K S

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DATE: 02.12.2020

Dear MOHAMED YASAR HUSAIN H

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Dear MOHAMED YASEER M

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Dear MEENAMBAL P

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Dear MOHAMED IMTIYAS.M

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Dear MOHAMED AASIK J

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Dear PRITHIVIRAJ T

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Dear S.BHARANI

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Dear MUBARAK ALI S

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Dear MUBIN AHAMED.M

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Dear SHAJATH KHAN M

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Dear NARKIS FATHIMA M

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Dear SHIFANA BANU R

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TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07th Jan 2020

Dear AMIR KHAN.G

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer:

The position we are offering you is that of **Software Developer** with an annual cost to company of **Rs. 2,16,000/-**.

We would like you to start work on 1st of June 2020. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by end of this month to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

TRITECH SYSTEMS Chennai 600 078. K.K.NAGAR

For TRITECH SYSTEMS
Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

55/AP 941, 66th Street, 11th Sector, K.K. Nagar, Chennai - 78. Mobile : 94440 36557, 9444 05910, 90030 77866
E-mail : tri_abdullah@yahoo.com, abdulla@ewastetritech.com, raman@ewastetritech.com visit : www.ewastetritech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH SYSTEMS
E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07th Jan 2020

Dear ABDUL ASHA S

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TRITECH SYSTEMS Chennai 600 078. K.K NAGAR

For TRITECH SYSTEMS
Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

55/AP 941, 66th Street, 11th Sector, K.K. Nagar, Chennai - 78. Mobile : 94440 36557, 9444 05910, 90030 77866
E-mail : tri_abdullah@yahoo.com, abdulla@ewastetritech.com, raman@ewastetritech.com visit : www.ewastetritech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07th Jan 2020

Dear ARUN KUMAR.P

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Dear DHANVEERUL IRFAN.A

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Dear HUMAIRA THAHSEEN M G

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Dear MARI MUTHU.M

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Dear MANIKANDAN A

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Dear KISHARE.R

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Dear MOHAMED JALALA

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TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07th Jan 2020

Dear MOHAMED JAFFIR.M

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TRITECH SYSTEMS Chennai 600 078. K.K.NAGAR

For TRITECH SYSTEMS
Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

55/AP 941, 66th Street, 11th Sector, K.K. Nagar, Chennai - 78. Mobile : 94440 36557, 9444 05910, 90030 77866
E-mail : tri_abdullah@yahoo.com, abdulla@ewastetritech.com, raman@ewastetritech.com visit : www.ewastetritech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

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Dear NISHA BEGAM S

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Dear UMA MAHESWARI R

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Rahman Computer Spares
Computer Peripherals & Accessories
B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in TIN : 33453520750

Date:18.02.2020

Dear ABDUL MAJEETH M

Subject: Letter of Appointment

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES**, Tiruchirappalli. We are pleased to appoint you as **Networking Engineer** at Tiruchirappalli. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a Monthly Gross Salary of **Rs. 13,500/- (Rupees Twenty-Four Thousand Only)** per month.

2. Working Hours

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. Date of Appointment

Your date of appointment as per company records is June 2020

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of Two months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. Leave

You will be governed by the current Leave Policy of the company for permanent employees

7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

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8. Notice Period

While on probation, this appointment may be terminated by either side by giving seven days notice, or seven days salary in lieu of notice period.

On confirmation, this appointment may be terminated by either side by giving one months' notice or one months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Transfer

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

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Best Wishes,

For RAHMAN COMPUTER SPARES

PROPRIETOR

RAHMAN COMPUTERS SPARES Ph: 2413856 Trichy-1

5.2.1. Average percentage of placement of outgoing students during the last five years

Rahman Computer Spares
Computer Peripherals & Accessories

B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in TIN : 33453520750

Date:18.02.2020

Dear ABDUL NAIF A

Subject: Letter of Appointment

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES**, Tiruchirappalli. We are pleased to appoint you as **Networking Engineer** at Tiruchirappalli. Your employment will be governed by the following terms and conditions:

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2. Working Hours

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. Date of Appointment

Your date of appointment as per company records is June 2020

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of Two months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. Leave

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RAHMAN COMPUTERS SPARES Ph: 2413856 Trichy-1

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Date:18.02.2020

Dear ABIBULLAH

Subject: Letter of Appointment

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For RAHMAN COMPUTER SPARES

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RAHMAN COMPUTERS SPARES Ph: 2413856 Trichy-1

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Date:18.02.2020

Dear ALTHAF HUSSAIN M

Subject: Letter of Appointment

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For RAHMAN COMPUTER SPARES

PROPRIETOR

RAHMAN COMPUTERS SPARES Ph: 2413856 Trichy-1

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Date:18.02.2020

Dear ALAMEEN A

Subject: Letter of Appointment

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PROPRIETOR

RAHMAN COMPUTERS SPARES Ph: 2413856 Trichy-1

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Date:18.02.2020

Dear ABINESH

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Date:18.02.2020

Dear ARCHUNAN R

Subject: Letter of Appointment

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Date:18.02.2020

Dear MUMTHAJ M

Subject: Letter of Appointment

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Date:18.02.2020

Dear RABIKA BEEBI S

Subject: Letter of Appointment

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While on probation, this appointment may be terminated by either side by giving seven days notice, or seven days salary in lieu of notice period.

On confirmation, this appointment may be terminated by either side by giving one months' notice or one months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Transfer

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

10. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

11. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

12. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **RAHMAN COMPUTER SPARES** family and trust we will have a long and mutually rewarding association.

Best Wishes,

For RAHMAN COMPUTER SPARES

PROPRIETOR

RAHMAN COMPUTERS SPARES Ph: 2413856 Trichy-1

5.2.1. Average percentage of placement of outgoing students during the last five years

Rahman Computer Spares
Computer Peripherals & Accessories

B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in **TIN : 33453520750**

Date:18.02.2020

Dear PRAVEENA A

Subject: Letter of Appointment

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES**, Tiruchirappalli. We are pleased to appoint you as **Networking Engineer** at Tiruchirappalli. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a Monthly Gross Salary of **Rs. 13,500/- (Rupees Twenty-Four Thousand Only)** per month.

2. Working Hours

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. Date of Appointment

Your date of appointment as per company records is June 2020

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of Two months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. Leave

You will be governed by the current Leave Policy of the company for permanent employees

7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

5.2.1. Average percentage of placement of outgoing students during the last five years

Rahman Computer Spares
Computer Peripherals & Accessories
B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in TIN : 33453520750

8. Notice Period

While on probation, this appointment may be terminated by either side by giving seven days notice, or seven days salary in lieu of notice period.

On confirmation, this appointment may be terminated by either side by giving one months' notice or one months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Transfer

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

10. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

11. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

12. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **RAHMAN COMPUTER SPARES** family and trust we will have a long and mutually rewarding association.

Best Wishes,

For RAHMAN COMPUTER SPARES

PROPRIETOR

RAHMAN COMPUTERS SPARES Ph: 2413856 Trichy-1

5.2.1. Average percentage of placement of outgoing students during the last five years

Rahman Computer Spares
Computer Peripherals & Accessories

B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in **TIN : 33453520750**

Date:18.02.2020

Dear SONA R

Subject: Letter of Appointment

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES**, Tiruchirappalli. We are pleased to appoint you as **Networking Engineer** at Tiruchirappalli. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a Monthly Gross Salary of **Rs. 13,500/- (Rupees Twenty-Four Thousand Only)** per month.

2. Working Hours

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. Date of Appointment

Your date of appointment as per company records is June 2020

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of Two months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

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You will be governed by the current Leave Policy of the company for permanent employees

7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

5.2.1. Average percentage of placement of outgoing students during the last five years

Rahman Computer Spares
Computer Peripherals & Accessories
B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in TIN : 33453520750

8. Notice Period

While on probation, this appointment may be terminated by either side by giving seven days notice, or seven days salary in lieu of notice period.

On confirmation, this appointment may be terminated by either side by giving one months' notice or one months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Transfer

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

10. Conflict of Interest

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11. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

12. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **RAHMAN COMPUTER SPARES** family and trust we will have a long and mutually rewarding association.

Best Wishes,

For RAHMAN COMPUTER SPARES

PROPRIETOR

RAHMAN COMPUTERS SPARES Ph: 2413856 Trichy-1

5.2.1. Average percentage of placement of outgoing students during the last five years

JSR TRADERS

No. 6, PMS Complex, LIC Colony
K.K.Nagar, Trichy - 21.
Cell : 96556 65685
Email : jsrtraderstry@gmail.com
GSTIN : 33ANFPA8628J1Z1

Date:30.01.2020

Appointment Letter

Dear **AZAR.M**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of Sales Executive in our organization with CTC 1,50,000/- pa., and your role will be effect from 1st June 2020 on the following terms and conditions:

You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.

Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.

Your employment is for Company Name JSR Traders, Tiruchirappalli but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.

You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.

During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.

I extend a warm welcome to you and wish you all the best for a successful career.

For JSR TRADERS

JSR TRADERS No:6 PMS COMPLEX LIC COLONY TRICHY-21

5.2.1. Average percentage of placement of outgoing students during the last five years

JSR TRADERS

No. 6, PMS Complex, LIC Colony
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Cell : 96556 65685
Email : jsrtraderstry@gmail.com
GSTIN : 33ANFPA8628J1Z1

Date:30.01.2020

Appointment Letter

Dear **KATHIR MOHIDEEN.S**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of Sales Executive in our organization with CTC 1,50,000/- pa., and your role will be effect from 1st June 2020 on the following terms and conditions:

You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.

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During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.

I extend a warm welcome to you and wish you all the best for a successful career.

For JSR TRADERS

JSR TRADERS No:6 PMS COMPLEX LIC COLONY TRICHY-21

5.2.1. Average percentage of placement of outgoing students during the last five years

JSR TRADERS

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Email : jsrtraderstry@gmail.com
GSTIN : 33ANFPA8628J1Z1

Date:30.01.2020

Appointment Letter

Dear **MD ALSHAFIK.M**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of Sales Executive in our organization with CTC 1,50,000/- pa., and your role will be effect from 1st June 2020 on the following terms and conditions:

You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.

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You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.

During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.

I extend a warm welcome to you and wish you all the best for a successful career.

For JSR TRADERS

JSR TRADERS No:6 PMS COMPLEX LIC COLONY TRICHY-21

5.2.1. Average percentage of placement of outgoing students during the last five years

JSR TRADERS

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Cell : 96556 65685
Email : jsrtraderstry@gmail.com
GSTIN : 33ANFPA8628J1Z1

Date:30.01.2020

Appointment Letter

Dear **DAWOOD SHARIBU J**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of Sales Executive in our organization with CTC 1,50,000/- pa., and your role will be effect from 1st June 2020 on the following terms and conditions:

You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.

Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.

Your employment is for Company Name JSR Traders, Tiruchirappalli but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.

You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.

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During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.

I extend a warm welcome to you and wish you all the best for a successful career.

For JSR TRADERS

JSR TRADERS No:6 PMS COMPLEX LIC COLONY TRICHY-21

5.2.1. Average percentage of placement of outgoing students during the last five years

JSR TRADERS

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K.K.Nagar, Trichy - 21.
Cell : 96556 65685
Email : jsrtraderstry@gmail.com
GSTIN : 33ANFPA8628J1Z1

Date:30.01.2020

Appointment Letter

Dear **ASRAFRAJA S**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of Sales Executive in our organization with CTC 1,50,000/- pa., and your role will be effect from 1st June 2020 on the following terms and conditions:

You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.

Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.

Your employment is for Company Name JSR Traders, Tiruchirappalli but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.

You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.

During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.

I extend a warm welcome to you and wish you all the best for a successful career.

For JSR TRADERS

JSR TRADERS No:6 PMS COMPLEX LIC COLONY TRICHY-21

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Email : jsrtraderstry@gmail.com
GSTIN : 33ANFPA8628J1Z1

Date:30.01.2020

Appointment Letter

Dear **ENAMULHASSAN S**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of Sales Executive in our organization with CTC 1,50,000/- pa., and your role will be effect from 1st June 2020 on the following terms and conditions:

You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.

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You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.

During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.

I extend a warm welcome to you and wish you all the best for a successful career.

For JSR TRADERS

JSR TRADERS No:6 PMS COMPLEX LIC COLONY TRICHY-21

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Email : jsrtraderstry@gmail.com
GSTIN : 33ANFPA8628J1Z1

Date:30.01.2020

Appointment Letter

Dear **MANSOOR ALI.B.K**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of Sales Executive in our organization with CTC 1,50,000/- pa., and your role will be effect from 1st June 2020 on the following terms and conditions:

You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.

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Your employment is for Company Name JSR Traders, Tiruchirappalli but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.

You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.

During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.

I extend a warm welcome to you and wish you all the best for a successful career.

For JSR TRADERS

JSR TRADERS No:6 PMS COMPLEX LIC COLONY TRICHY-21

5.2.1. Average percentage of placement of outgoing students during the last five years

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: ABINAYA A

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

CTC Break Up

Salary:

10,000+ (Allowances) 500: Grant Total: 10,500/- Rupees only.

Other Allowances:

HRA: 1500 to 4.500 /. + HRA Facilities: 2000 to 3000/. + Other Allowances

Training & Supervision: 2500 to 4000/-

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter, your contact details to our HR department: dmitnice@gmail.com.

Best Wishes .....

Nobel Institute of Communicative English Charitable Trust
DIRECTOR HR
Reg.No. : 55/2011/IV

5.2.1. Average percentage of placement of outgoing students during the last five years

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: AMEENA AZEEBA

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

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Best Wishes .....

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DIRECTOR HR
Reg.No. : 55/2011/IV

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For Excellent Expression of Brilliant Young Minds...
(Reg. No. : 55/2011/IV)
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: ANHA BANU.A

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

CTC Break Up

Salary:

10,000+ (Allowances) 500: Grant Total: 10,500/- Rupees only.

Other Allowances:

HRA: 1500 to 4.500 /. + HRA Facilities: 2000 to 3000/. + Other Allowances

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Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: BENAZIR HUDHA S

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

CTC Break Up

Salary:

10,000+ (Allowances) 500: Grant Total: 10,500/- Rupees only.

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Best Wishes .....

Noble Institute of Communicative English Charitable Trust
DIRECTOR HR
Reg.No. : 55/2011/IV

5.2.1. Average percentage of placement of outgoing students during the last five years

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
(Reg. No. : 55/2011/IV)
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: ARSHAD AHAMED.S

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

CTC Break Up

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10,000+ (Allowances) 500: Grant Total: 10,500/- Rupees only.

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Website : www.niceeducation.in

Date:04.02.2020

To

Name: ASHA PARVEEN A

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Website : www.niceeducation.in

Date:04.02.2020

To

Name: DALAAL A R

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Website : www.niceeducation.in

Date:04.02.2020

To

Name: FAIROSE BEGAM J

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: IRFAN AHAMED.S

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Website : www.niceeducation.in

Date:04.02.2020

To

Name: KOUSALYA V

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Website : www.niceeducation.in

Date:04.02.2020

To

Name: JOHN ANIS ROOBI.J

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: MD YASAR ARARATHJ

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: MOHAMED ANSAR.

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: MOHAMED RIZWAN.P

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: MOHAN RAI.V

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: MUTHU GANESAN.S

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: PRASAN.V

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: RAGHAMATH I

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: SHAHINA S

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

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Date:04.02.2020

To

Name: SHANMUGA PRIYA G

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

CTC Break Up

Salary:

10,000+ (Allowances) 500: Grant Total: 10,500/- Rupees only.

Other Allowances:

HRA: 1500 to 4.500 /. + HRA Facilities: 2000 to 3000/. + Other Allowances

Training & Supervision: 2500 to 4000/-

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter, your contact details to our HR department: dmitnice@gmail.com.

Best Wishes .....

Nobel Institute of Communicative English Charitable Trust
Dire DIRECTOR HR
Reg.No. : 55/2011/IV

5.2.1. Average percentage of placement of outgoing students during the last five years

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: SHALIHAA S

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

CTC Break Up

Salary:

10,000+ (Allowances) 500: Grant Total: 10,500/- Rupees only.

Other Allowances:

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DIRECTOR HR
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Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: VIJAY.S

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

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DIRECTOR HR
Reg.No. : 55/2011/IV

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Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Date:04.02.2020

To

Name: SHOBANA S

Name of the College: Jamal Mohamed College

Place: Tiruchirappalli

SUB: Offer Letter

Greetings and Wishes from **NICE EDUCATION**, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020

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Best Wishes .....

Nobel Institute of Communicative English Charitable Trust
DIRECTOR HR
Reg.No. : 55/2011/IV

5.2.1. Average percentage of placement of outgoing students during the last five years

DREAT FOODS
BBQ BISTRO

Dear PARAMESHWARI R

05.02.2020

We are pleased to confirm you have been selected to work for **DREAT FOODS** as "**Baker**". Your job location will be Tiruchirappalli, Tamil Nadu.

Responsibilities are to:

- Mixing, preparing and baking bread and pastries.
- Opening the bakery every morning.
- Arranging the display case in an appealing manner.
- Ordering more supplies.
- Crafting and creating new and exciting baked goods.
- Ensuring all baked goods are completed on time for opening.

Financial Offer - Salary and Benefits:

A) We offered for this position is **Rs. 14,500/-** pm.

B) Compensations and Benefits: your position compensations and benefits are Health Care and transportation.

Further information about the work:

A) Reporting: you will report to our Branch Supervisor on July 1st 2020.

B) Working hours: Working hours will start from 09.00 am to 05.30 pm

C) Vacations: your vacation is 2 days per week

We are delighted to send you this offer to be signed from you in order to start the job from July 1st 2020.

We look forward to join our company in order to work with you

Sincerely,

DREAT FOODS TRICHY-21

No.1, Easwari Heights, LIC Colony, K.K. Nagar, Trichy - 620 021.
Email : info@dreatfoods.com | Mobile : 9025 264 364

5.2.1. Average percentage of placement of outgoing students during the last five years

DREAT FOODS
BBQ BISTRO

Dear SHAMEEM A 05.02.2020

We are pleased to confirm you have been selected to work for **DREAT FOODS** as "**Baker**". Your job location will be Tiruchirappalli, Tamil Nadu.

Responsibilities are to:

- Mixing, preparing and baking bread and pastries.
- Opening the bakery every morning.
- Arranging the display case in an appealing manner.
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C) Vacations: your vacation is 2 days per week

We are delighted to send you this offer to be signed from you in order to start the job from July 1st 2020.

We look forward to join our company in order to work with you

Sincerely,

DREAT FOODS TRICHY-21

No.1, Easwari Heights, LIC Colony, K.K. Nagar, Trichy - 620 021.
Email : info@dreatfoods.com | Mobile : 9025 264 364

5.2.1. Average percentage of placement of outgoing students during the last five years

DREAT FOODS
BBQ BISTRO

Dear SUMAIYA FATHIMA M 05.02.2020

We are pleased to confirm you have been selected to work for **DREAT FOODS** as "**Baker**". Your job location will be Tiruchirappalli, Tamil Nadu.

Responsibilities are to:

- Mixing, preparing and baking bread and pastries.
- Opening the bakery every morning.
- Arranging the display case in an appealing manner.
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We look forward to join our company in order to work with you

Sincerely,

DREAT FOODS TRICHY-21

No.1, Easwari Heights, LIC Colony, K.K. Nagar, Trichy - 620 021.
Email : info@dreatfoods.com | Mobile : 9025 264 364

5.2.1. Average percentage of placement of outgoing students during the last five years

DREAT FOODS
BBQ BISTRO

Dear VIGNESHWARI S

05.02.2020

We are pleased to confirm you have been selected to work for **DREAT FOODS** as "**Baker**". Your job location will be Tiruchirappalli, Tamil Nadu.

Responsibilities are to:

- Mixing, preparing and baking bread and pastries.
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Email : info@dreatfoods.com | Mobile : 9025 264 364

5.2.1. Average percentage of placement of outgoing students during the last five years

DREAT FOODS
BBQ BISTRO

Dear SITIZAINAB BEEVI N 05.02.2020

We are pleased to confirm you have been selected to work for **DREAT FOODS** as "**Baker**". Your job location will be Tiruchirappalli, Tamil Nadu.

Responsibilities are to:

- Mixing, preparing and baking bread and pastries.
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Email : info@dreatfoods.com | Mobile : 9025 264 364

5.2.1. Average percentage of placement of outgoing students during the last five years

DREAT FOODS
BBQ BISTRO

Dear SHIFANA AMRIN S 05.02.2020

We are pleased to confirm you have been selected to work for **DREAT FOODS** as "**Baker**". Your job location will be Tiruchirappalli, Tamil Nadu.

Responsibilities are to:

- Mixing, preparing and baking bread and pastries.
- Opening the bakery every morning.
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- Crafting and creating new and exciting baked goods.
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5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

FURSAN CONSULTANTS

+91 95004 65757 | +91 73731 46444 | +91 73732 46444
fursanconsultants@gmail.com
No.13, Samadh School Street, Khaja Nagar, Tiruchirappalli-20
GSTN: 33ACKPF1104A2ZN IEC: ACKPF1104A

Air Ticketing | Hotel Bookings | Holidays | Visa Services | Rent A Car | Money Transfer

Date : 03.03.2020

To

The Placement Officer
Jamal Mohamed College
Tiruchirappalli

Selected List – Reg

The following list of students has attended the recruitment drive on March 03, 2020 at our premises and the selection officer letter will be issued shortly.

Name of the candidate	Designation	CTC
IJAS AHAMED.M	Marketing Executive	1,80,000
MOHAMED ALAMEEN.A	Travel Agent	1,80,000
BASITH AHAMED.A	Reservation Agent	1,80,000
HILAL AHMED.S	BDE	1,80,000
AJITH KUMAR.N	Accountant	1,80,000
MOHAMED MARJOOK.A	Marketing Executive	1,80,000
ASHIK AHAMED.A	Travel Agent	1,80,000
ELAKKIYARAJ.A	Reservation Agent	1,80,000
MUTHU KUMAR.S	BDE	1,80,000
RANJITH.K	Accountant	1,80,000
AMEER ABBAS M K	Reservation Agent	1,80,000

We congratulate all the selected students and look forward to having them join the Fursan family

Regards!

FURSAN CONSULTANTS Call No: 9500465757 TRICHY

We are Associated with

IndiGo via Dhanhind JustClick4Pay! Parveen Travels IRCTC

5.2.1. Average percentage of placement of outgoing students during the last five years

GSTIN : 33BCMPS6862F1Z7

Cell : 98424 - 70530
Off : 0431 - 4011122
Tel. / Fax : 0431 - 2705319
email : shajahan_btc@yahoo.com

பாரத் டிரேடிங் கம்பெனி
BHARATH TRADING COMPANY
77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

Date: 21.01.2020

Dear PAVITHRA S

Jamal Mohamed College

Congratulations! We are pleased to confirm that you have been selected to work for **BHARATH TRADING COMPANY.** We are delighted to make you the following job offer.

The position we are offering you is that of a **Marketing Executive** monthly salary of **Rs. 12,500/.** Your working hours will be from **[10.00 AM to 8.00 PM]**.

We would like you to start work on at 01.06.2020, Please report to our HR team, 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 our HR team within 15 days to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **BHARATH TRADING COMPANY** and look forward to working with you.

For BHARATH TRADING COMPANY

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, **GREAVES** Gear Boxes, **USHAMARTIN / ORIENT** Steel Wire Ropes & Slings, **ROLON / DIAMOND** Industrial Roller Chains, **GARWARE / LION** P.P. Ropes, **ILCM** Alloy Steel Link Chains, **CHAMPION / FYSAX** Asbestos Products, **ESAB / UNICAB**, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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BHARATH TRADING COMPANY
77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

Date: 21.01.2020

Dear ASIK AHAMED A

Jamal Mohamed College

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For BHARATH TRADING COMPANY

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, **GREAVES** Gear Boxes, **USHAMARTIN / ORIENT** Steel Wire Ropes & Slings, **ROLON / DIAMOND** Industrial Roller Chains, **GARWARE / LION** P.P. Ropes, **ILCM** Alloy Steel Link Chains, **CHAMPION / FYSAX** Asbestos Products, **ESAB / UNICAB**, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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BHARATH TRADING COMPANY
77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

Date: 21.01.2020

Dear UMERA I

Jamal Mohamed College

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BHARATH TRADING COMPANY
77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

Date: 21.01.2020

Dear JIYAVUDEEN H

Jamal Mohamed College

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BHARATH TRADING COMPANY
77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

Date: 21.01.2020

Dear RAGURAM R

Jamal Mohamed College

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Proprietor

Dealers in :

INDEF Chain Pulley Blocks, **GREAVES** Gear Boxes, **USHAMARTIN / ORIENT** Steel Wire Ropes & Slings, **ROLON / DIAMOND** Industrial Roller Chains, **GARWARE / LION** P.P. Ropes, **ILCM** Alloy Steel Link Chains, **CHAMPION / FYSAX** Asbestos Products, **ESAB / UNICAB**, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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BHARATH TRADING COMPANY
77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

Date: 21.01.2020

Dear SUSMITHA B

Jamal Mohamed College

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Proprietor

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BHARATH TRADING COMPANY
77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

Date: 21.01.2020

Dear MOHAMED ATHIHULLA A

Jamal Mohamed College

Congratulations! We are pleased to confirm that you have been selected to work for **BHARATH TRADING COMPANY.** We are delighted to make you the following job offer.

The position we are offering you is that of a **Marketing Executive** monthly salary of **Rs. 12,500/.** Your working hours will be from **[10.00 AM to 8.00 PM]**.

We would like you to start work on at 01.06.2020, Please report to our HR team, 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 our HR team within 15 days to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **BHARATH TRADING COMPANY** and look forward to working with you.

For BHARATH TRADING COMPANY

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, **GREAVES** Gear Boxes, **USHAMARTIN / ORIENT** Steel Wire Ropes & Slings, **ROLON / DIAMOND** Industrial Roller Chains, **GARWARE / LION** P.P. Ropes, **ILCM** Alloy Steel Link Chains, **CHAMPION / FYSAX** Asbestos Products, **ESAB / UNICAB**, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

5.2.1. Average percentage of placement of outgoing students during the last five years

Right India Foundation
Right Development Consultants & Right Development Academy
Reg. No. 2352/2007
Mobile: 94434 24456
98653 32777
14/35, Vanapattari Street, Tiruchirappalli - 620 002.
e-mail: rightindiafoundation@yahoo.com / right_consultancy@yahoo.co.in

To

The Placement Officer
Jamal Mohamed College
Tiruchirappalli

Selected List – Reg

The following list of students has attended the campus drive on January, 2020 at our premises and the selection officer letter will be issued shortly.

Name of the candidate	Designation	CTC
RABIYA K	BDE	1,80,000
LAYEELA BANU M	BDE	1,80,000
SHARMILA BANU T	Reservation Agent	1,80,000
AZARUDEEN.S	BDE	1,80,000
BALAJI.A	Accountant	1,80,000
HARIHARAN.M	Reservation Agent	1,80,000
JUBAIRALI.R	Travel Agent	1,80,000
RUHUL HAHEED.S	BDE	1,80,000
SABARI KUMAR.R	BDE	1,80,000
VIGNESH.G	Accountant	1,80,000
YUSUF ANSARI.S	BDE	1,80,000
NAWFAL FAHD.M	Accountant	1,80,000
RIYAS MOHAMED .A	Reservation Agent	1,80,000
SAIRAM.M	Travel Agent	1,80,000
KEERTHANA.S	BDE	1,80,000
RAMYA SRI M	BDE	1,80,000
SANGEETHA.S	Accountant	1,80,000
NARMATHA JENIFER P	BDE	1,80,000

We congratulate all the selected students and look forward to having them join the **Right India Foundation** family.

Regards!

Muthvel K

5.2.1. Average percentage of placement of outgoing students during the last five years

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Mobile: 94434 24456
98653 32777
14/35, Vanapattari Street, Tiruchirappalli - 620 002.
e-mail: rightfoundation@yahoo.com / right_consultancy@yahoo.co.in

To

The Placement Officer
Jamal Mohamed College
Tiruchirappalli

Selected List – Reg

The following list of students has attended the campus drive on December, 2019 at our premises and the selection officer letter will be issued shortly.

Name of the candidate	Designation	CTC
PREETHI V	Travel Agent	1,80,000
PULAVAR IBRAHIM.N	Reservation Agent	1,80,000
SYED ABLATHAHIR.M	BDE	1,80,000
VIJAY SANDEEP.M	Travel Agent	1,80,000
GOKULRAJ.V	Reservation Agent	1,80,000
VIKNESH.E	BDE	1,80,000
MUSTHAK.A	Travel Agent	1,80,000
ANISH.B	Reservation Agent	1,80,000

We congratulate all the selected students and look forward to having them join the **Right Foundation** family.

Regards!

Imthiaz A